



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Food Service Worker II	Department: Food Service/Business Service	Bargaining Unit:
Immediate Supervisor: Director of Business Services/Cook Manager	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the guidance and lead of the Cook Manager, Food Service Worker II is responsible for operating point of sale software monitoring and charging student accounts; entering cash and checks into student accounts; running end of day reports; and preparing daily deposits. Depending upon assignments, Food Service Workers II are also engaged in panning, heating up/cooking of panned items, and placing prepared items on serving warmers. Positions assigned to this classification are primarily responsible for those duties associated with the operation of point of sale software, cashiering, and cooking of panned items.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates point of sale software and performs cashier duties including:
 - a) Assuring and verifying students enter correct pin numbers
 - b) Accepting cash and checks and adjusting student account balances
 - c) Assuring students have sufficient funds in account
 - d) Making correcting entries for alternative lunches/entrée.
 - e) Checks I for any messages and enters received payments.
- Runs daily point of sale food reports. Balances total money collected at the end of day, prepares deposit and submits to the office daily.
- Determines amount of panned items to prepare for the coming day. Pans and prepares all items such as hamburgers, chicken patties, pizza, bread sticks, pretzels and cookies. Cooks items to proper temperatures. Places prepared panned items on serving warmers during lunch times. Documents amount of food prepared and remaining items.
- Assists in the cleaning and sanitizing of food production and serving areas in accordance with facility procedures, sanitation standards, guidelines and requirements.
- Assists in restocking food items, snacks and beverages after each lunch. Assists in setting out condiments, napkins, silverware in preparation for the following day.
- Assists in the preparation of menu items during cashier down time.
- Assists in performing dishwasher duties at the end of the day and assists in storing and cleaning up the dishwasher room.
- Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of state and federal guidelines pertaining to food handling and sanitary guidelines and requirements. • Fundamentals of food production and operations. • Fundamentals of computer operation and point of sale software. • Fundamentals of basic business math and basic recordkeeping fundamentals.
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: No prior experience required.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: No specific licenses or certification required prior to hiring. May be required to attend training course after or upon hire.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Skilled in data entry, keyboarding, touch screen operation. • Ability to perform duties with a minimum of supervision and direction. • Ability to perform detailed tasks with precision and accuracy. • Ability to perform these operations using units of American money and weight measurement, volume, and distance. • Skilled in reconciling cash to computerized print outs • Skilled in using point of sale software and food accounting systems to generate reports and maintain student accounts. • Customer relations skills in dealing appropriately with and interacting with children and staff over issues of accounts. 	
HAZARDOUS WORKING CONDITIONS		Unusual or hazardous working conditions related to performance of duties: Employee is exposed to some environmental conditions such as heat from food, hot water, noise, high temperatures, humidity, or cooking utensils; cleaning solvents/chemicals; wet/slippy floors; and handling of sharps. Risks and hazards associated with the work can be minimized with proper attention and district risk management procedures, safety equipment, and/or safety procedures.	

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				X	Up to 10 lbs				X
Walk			X		Up to 25 lbs			X	
Sit		X			Up to 50 lbs		X		
Use hands to finger, handle or feel			X		Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell		X							

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 4/2015 by BCC; Edited 6/2015

