

**NAME:**

**TITLE:** **Head Cashier**

- QUALIFICATIONS:**
1. Is physically able to work in a standing position for prolonged periods and to walk much of the time during the day
  2. Is able to work in warm surroundings.
  3. Has manual dexterity to handle knives and other pieces of kitchen equipment such as slicers, mixers, choppers, and scales.
  4. Is able to lift materials weighing up to 45 pounds.
  5. Must be able to understand and standardize recipes.
  6. It is recommended that each Foodworker complete the Basic School Food Service Short Course, and attend workshops and meetings to further their education.

**REPORTS TO:** Food Service Manager

**JOB GOALS:** A head cashier performs work designated under the supervision of the manager.

**TERMS OF EMPLOYMENT:** 9 month contract at hourly rate subject to 30 day notice

**EVALUATION:** Performance of this job will be evaluated in accordance to the procedure established by the Food Service Director and the expectations relating to the position goals and performance responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

<i>Meets</i> <u>Expectations</u>	<i>Needs</i> <u>Emphasis</u>	
_____	_____	1. Assist in preparing foods, including main dish and baking, and prepare vegetables and fruits.
_____	_____	2. Assist in setting up service areas.
_____	_____	3. Assist with the cleaning and storing of eating utensils, pots, pans, and other kitchen equipment. Folding and handling of laundry.
_____	_____	4. Assist in the portioning and serving of food items.
_____	_____	5. Assist the head cook with daily records, ordering of foods, and storing food items properly.
_____	_____	6. Learn to work with the recipes, and assist in keeping a record of supplies used daily.

**Meets**  
**Expectations**

**Needs**  
**Emphasis**

- |       |       |     |  |
|-------|-------|-----|--|
| _____ | _____ | 7.  | Assist in taking charge of a department in the absence of the cook.  |
| _____ | _____ | 8.  | Assist in some cooking or baking in preparation for advancement to cook.   |
| _____ | _____ | 9.  | Prepare sandwiches, sandwich fillings, and cutting of buns.  |
| _____ | _____ | 10. | Assist as cashier.   |
| _____ | _____ | 11. | Use various pieces of kitchen equipment such as dishmachines, slicers, choppers, ovens, and other cooking equipment. |
| _____ | _____ | 12. | Assist with the cleaning in the kitchen and lunchroom. (May include the day prior and the day after school closing.) |
| _____ | _____ | 13. | Perform other duties as directed by Manager/Supervisor.  |
| _____ | _____ | 14. | Practice safety first.   |
| _____ | _____ | 15. | Helps food service secretary balance and deposit daily sales.  |
| _____ | _____ | 16. | Works with manager(s) to collect accounts receivable.  |
| _____ | _____ | 17. | Helps prepare for registration and opening day of school.  |

_____	_____	Attendance
_____	_____	Punctuality
_____	_____	Dependability
_____	_____	Relationship with Other Personnel
_____	_____	Relationship with Students/Public
_____	_____	Quality of Work
_____	_____	Cooperation
_____	_____	Work Habits (Neatness, Speed, Etc.)
_____	_____	School Ethics (Confidentiality, Loyalty)
_____	_____	Other _____
_____	_____	_____

**EVALUATION SUMMARY**

I believe that this employee's major strong points are:

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

I believe that the following areas need improvement:

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

I have read this evaluation and have had a conference with the evaluator.  Yes  No

I agree with the evaluator.  Yes  No

If no, with what specific statement(s) do you disagree?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_