

THE POLAND SCHOOLS JOB DESCRIPTION

TITLE: Prep/Server/Cashier

QUALIFICATIONS:

- Current ServSafe Level 1 Certification (or willingness to obtain)
- Must have current and relative experience in a cafeteria environment
- Demonstrated aptitude for successful performance of the tasks listed

REPORTS TO: Team Leader and Food Service Director

JOB GOAL: To serve the students attractive and nutritious meals in an atmosphere of efficiency, cleanliness and warmth.

PERFORMANCE RESPONSIBILITIES:

1. Performs duties in preparation and serving of food in an efficient and pleasant manner.
2. Performs duties as cashier. Collects all monies for lunches, milk, and accounts for same.
3. Makes deposits of said monies to the Board account in a timely manner.
4. Fills out reports as necessary and other paperwork as assigned by the Team Leader.
5. Supervises students as assigned.
6. Assumes duties of Head Cook, during Head Cook's absence, when assigned by the Food Service Director.
7. Helps to ensure that food being served to students and staff on the serving line is replenished in a timely manner, and maintains quality standards.
8. Assists in the daily clean-up and sanitation of the kitchen and service areas according to the HACCP standards.
9. Assists in the storage, disposal and accountability of unused food.
10. Performs such other duties as may be assigned from time to time by the Head Cook or Food Service Director.
11. Operates, in some cases, dishwashing equipment and replacement of dinnerware, pans, and utensils to their proper place.
12. Completes the required production records, temperature logs and any other paperwork, as assigned by the Team Leader.
13. Must maintain the appropriate levels of professional development as required by the Healthy Hunger-Free Kids Act (HHFKA) and the National School Lunch Program (NSLP).

TERMS OF EMPLOYMENT: Hours, wages and fringes are established by the Board and the OAPSE Union contract.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

The Poland Local School District Board of Education is an equal opportunity employer. Job descriptions are subject to change. This job description is not intended to be a complete list of all job duties to be performed.

Board Approved: 5/21/18

I acknowledge receiving a copy of this job description for Poland Local School District.

Signature

Date