



Opaa! Food Management, Inc. Job Description

Job Title:	Cashier
Job Code:	DOT
Reports To:	Head Cook
FLSA Status:	Non-exempt

SUMMARY

Accounts for the daily meal counts and receipts by operating a cash register, computer, or cash box with class rosters.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- May assist to set up serving lines on a daily basis and make sure that all hot food is held hot and cold food is held cold. Milk coolers are stocked and ready for service.
- Required to handle customer monies at service time. Must be able to make appropriate change as well as have the knowledge to run a cash register or computer. Must be able to complete necessary paperwork and reconciliation tasks on a daily basis.
- Must have basic knowledge of HACCP processes and know how to record temperatures of all hot or cold products.

Other duties that may be assigned include the following:

- Assists in some of the preparation of foods for meal service or preparation of product for future use.
- Thaws meats, cheeses, and other foods for production.
- Weighs and/or measures ingredients.
- Operates slicers, mixers, grinders, and other equipment.
- Keeps work areas neat and clean.
- Washes pans and cleans refrigerators, freezers, ovens/ranges and other equipment.
- Cleans kitchen and cafeteria areas including equipment.

- Sweeps and mops kitchen (in districts where applicable.)
- Assists in keeping and maintaining accurate production records.
- Requisitions appropriate amounts of food and supplies through head cook.
- Restocks items as needed.
- Serves individual portions of food to customers.
- Keeps serving lines/condiments supplied with food items, napkins, silverware, and dishes.
- Other duties may be assigned.

Obeys safety rules as outlined in Opaa's "Safety Procedure Manual" and exercises caution in all work activities.

Reports any unsafe working condition to the appropriate supervisor. Attends all required training meetings and in-services. Participates in the safety incentive program.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is frequently exposed to wet and or humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.