

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

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**Position:** Head Snack Bar Worker

**Classification:** Temporary Contract

**Reports to:** Aquatics Director

**Range:** FLSA Non-exempt

**Work Year:** Seasonal

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### **EDUCATION AND EXPERIENCE**

Must be at least 16 years of age

### **SUMMARY**

Under Supervision of Aquatics Director and District Athletic Director. General knowledge of snack bar operations, responsible for taking inventory of food items, supervise volunteers working in snack bar, make sure snack bar area is clean and kept up to Health Code regulations. Supervise preparation and storage of food items.

### **SPECIFIC RESPONSIBILITIES**

1. Ensure food items are prepared and stored in accordance with food safe regulations
2. Ensure snack bar is kept clean and sanitary per Health Code Regulations
3. Inventory food items as instructed
4. Present professional appearance and attitude at all times, and maintain a high standard of customer service
5. Performs various maintenance duties as directed to maintain a clean and safe facility
6. Prepare and maintain appropriate activity reports
7. To report to the Aquatics Director any equipment that is in need of repair
8. Adherence to District workplace expectations, encompassing communication, working relations, job reliability and initiative, safety, accomplishment of work tasks, and supervision
9. Assist, if needed, in emergency situations
10. Perform miscellaneous job-related duties as assigned

### **SPECIFIC QUALIFICATIONS**

Must have current Food Safe Certificate and have current Red Cross CPR and First Aid certification.

### **KNOWLEDGE AND SKILLS REQUIRED**

- Ability to prepare routine administrative paperwork
- Ability to follow routine verbal and written instructions
- Knowledge of customer service standards and procedures
- Ability to react calmly and effectively in emergency situations

### **PHYSICAL ABILITIES**

This position requires mobility and ability to lift 20 lbs. This position will require operating equipment such as computer keyboard, cash register, debit machine, and standard office equipment. While performing the duties of this position, the employee is frequently required to kneel, stand for long periods of time, stoop, communicate, reach and manipulate objects. Duties require attentiveness to visual and audio clues in dealing with food preparation and storage devices.

3.28.14 rr