Job Description
Prepared/Revised: April 2026

Job Title:	**Senior Cook Cashier**	Job Code:	**040330**
Job Family:	**Nutrition Services**	FLSA Status:	**Non-Exempt**
Pay Program:	**Classified**	Shift Differential:	**Yes**
Typical Work Year:	**9 months**	Pay Range:	**G1**

SUMMARY: Assist with all aspects of food production and service of meals including cooking, line set-up, replenish supplies, clean up and cash collection. Prepare end-of-day reports and reconcile cash and student accounts. Comply with Health Department Standards, all safety procedures, departmental policies and procedures and all applicable state and federal regulations. Display exceptional customer service skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Assist in meal preparation and service by cooking, proportioning and setting up serving lines, condiment stand and fruit and vegetable bar. Maintain compliance with Health Department standards, all safety procedures, departmental policies and procedures, including Nutrition Services SOPs and employee expectations, and all applicable state and federal regulations in assigned school. Serve, cashier, and batch cook during meal service.	D	55%
2. Clean equipment, utensils, pans, wash dishes, all food prep areas, appliances, and serving and storage areas, following scheduled cleaning lists.	D	20%
3. May be responsible for preparing end-of-day reports including counting and reconciling cash and student accounts, assist with processing of advanced payments from students/parents. Maintain records including but not limited to, entering amount of food prepared, used and leftover on menu worksheets. Store, date, and label leftover food.	D	10%
4. Foster a team environment by assisting coworkers with scheduled work demands	D	10%
5. Meet department, state and federal continuing education requirements as required.	D	4%
6. Perform other duties as assigned.	D	1%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:
- High school diploma or equivalent preferred.
- Must be a minimum of 18 years old.
- One year work experience with preparation of large volume food preparation and/or cashiering preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.
- Successful completion of a post-offer physical examination is required prior to commencement of job duties. SNA certification preferred
- Must meet minimum national professional standards and training requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.
- Successful completion of Nutrition Services training programs after entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Basic mathematical and measuring skills for following recipes and giving change to students.
- Basic computer skills required.
- Cashiering skills preferred.
- Customer service skills.
- Ability to work with children and children with special needs.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Knowledge of large volume food production, serving and sanitizing equipment, preferred.
- Knowledge of basic kitchen utensils including knives, slicers, thermometers, and cleaning agents.
- Normal office equipment such as personal computers, printer, copier, fax, phone system, and email.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Nutrition Services Manager	Varies

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assists with meal payment collection from students.
- Responsible for securing funds.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste		X		
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
51 to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals			X	
Outdoor weather conditions		X		
Extreme cold (non-weather)			X	
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	
Very Loud	X