Cheney Public Schools
12414 S Andrus Road
Cheney, WA 99004
(509) 559-4599

For our children, our community, our world, our future

CLASSIFICATION:	Nutrition Services	LOCATION:	School Building(s)
REPORTING RELATIONSHIPS:	Position is supervised and evaluated by the department director(s).	COMPENSATION:	Placement on the PSEC Salary Schedule
REPRESENTATION:	Public School Employees of Cheney (PSEC) a local chapter of Public School Employees Union (PSE) SEIU Local 1948		

POSITION: Cashier & Kitchen Assistant

GENERAL DESCRIPTION

Prepare produce, salad bar, condiments and complete dishes in a high production kitchen. Cashier meals and obtain meal counts per USDA regulations. Operate kitchen equipment and provide quality meals to Cheney School District students and staff.

ESSENTIAL FUNCTIONS

An employee hired for this assignment may perform all or some of the responsibilities defined below:

- Daily food production on a three-day cycle including needed items for serving such as, but not limited to; fruit, vegetables, salad bar set-up, and any menu item as directed by the kitchen leadership and/or department director(s)
- Maintain a clean and sanitary kitchen/work station in neat and orderly condition. Kitchen cleanliness, sanitation and dishwashing to be performed in a "clean-as-you-go" approach.
- Assist all team members with keeping accurate recipes and information for substitute ingredients
- Practice all appropriate and mandated sanitation and health standards, including, but not limited to:
    - Maintain and keep record of all products to proper temperature, recording with HACCP best practices and established SOPs
    - Sanitize equipment and work surfaces, prior, during and after all tasks, to avoid cross-contamination of raw foods including meats, vegetables and any other food items
    - Following HACCP procedures when handling all raw food/perishables, including but not limited to; raw chicken, pork and beef. Ready-to-eat (RTE) foods and cooked/cooled items must be used
- Prepare menu items in advance, assist in ordering supplies, properly store delivered items and support monthly inventory
- Ensure that an adult is stationed at the point of service (end of the line) during assigned service times
- Use the current computer system and appropriate program to track student purchases in the cafeteria
- Accurately monitor student accounts and send out required reports to notify guardians of negative balance
- Accurately maintain a by-name point of service meal counting system
- Respectful and professional customer service interactions with all team members, guests, and community stakeholders
- Check student identification against the records on file in the system
- Maintain records of items sold on a daily basis (includes full lunches and a la carte items)
- Process all daily required reports for Nutrition Services
- Work with kitchen leadership with needed front of house (FOH) supplies for professional service
- Communicate with Nutrition Services department office on needed supplies for the cashier position, including, but not limited to; printer ink and paper
- Regularly communicate with Nutrition Services central office regarding report errors
- Work as a team within the kitchen on professional practices and as a mentor of kitchen substitutes when present
- Substitute in other department positions as necessary

Each of the positions in the Nutrition Services Department serves as one unit of the whole team, and as such, is subject to assist or is assigned to tasks in other positions within the classification.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be able to work in a team setting and take direction
- Demonstrated knowledge of district policies, procedures relating to Nutrition Services as well as the federal, state and local laws/requirements in the following areas:
    - Breakfast and lunch menu patterns, USDA rules and regulations
    - Proper methods of preparing (including baking) ingredients in large quantities

    - Ability to fill in for the cook as required on an infrequent basis
- Ability to promote nutrition education in kitchen, classroom and service line
- Ability to be self-motivated and capable of working in a team setting
- Ability to work with computers and handle cash
- Ability to remain calm in times of high stress
- Ability to move quickly to meet student needs and maintain safety
- Must possess organizational skills, including but not limited to; paperwork organization and kitchen logistics
- Ability to build and maintain positive relationships with students, co-workers, and the public
- Ability to use proper grammar, spelling, and language in both oral and written communication, as well as basic math skills
- Demonstrate basic computer skills, including the ability to create and modify documents and to adapt to new technologies
- Must have access to reliable transportation

MENTAL DEMANDS

- Required to deal with a wide range of behaviors and needs in a positive and service-oriented manner
- May experience shifts in work schedule and/or work site according to district needs
- Sustain mental awareness while also maintaining attention to details and safety requirements
- May occasionally deal with distraught or difficult people

PHYSICAL DEMANDS

- Ability to repeatedly lift up to 45 pounds
- Ability to occasionally lift up to 65 pounds
- Exposure to subzero conditions (freezer) and extreme heat conditions (oven) as necessary for food production
- Amount of sitting, standing and walking may vary depending on projects/tasks. Generally, the job requires 10% sitting, 45% walking, and 45% standing
- The usual and customary methods of performing the job's functions require the following physical demands: the employee frequently will stand and walk and use hands for repetitive grasping and significant fine finger dexterity, often assembling very small objects. The employee is frequently required to sit, bend at neck and back, twist body, use hands to push/pull and lift/carry, squat, kneel, stoop, crouch, knee stand, crawl, climb stairs or ladders, reach overhead, and lift overhead

REQUIRED QUALIFICATIONS

- Must have a high school diploma or equivalent and related work experience
- Must hold a current and valid food handler’s permit
- Must have access to reliable transportation
    - Valid Washington State Driver’s License preferred
- Ability to use proper grammar, spelling, and language in both oral and written communication, as well as basic math skills*
- Membership in American Culinary Federation is preferred
- ServeSafe certification is preferred
- Previous cashier experience at point of sale preferred

*Testing may be used to determine knowledge of pertinent skills

TERMS OF EMPLOYMENT

- Nutrition Services Classification on Public School Employees of Cheney Salary Schedule
- School year position: 182 days; hours per day and days per week vary by position; district may revise assignment and job location as needed

CLEARANCES

WSP/FBI criminal history background clearance

EVALUATION

The employee shall be evaluated per the terms of the Public School Employees (PSE) Collective Bargaining Agreement by the building principal, department director, or designee. The process shall include an evaluation of the employee’s performance of the above Duties and Responsibilities and Knowledge, Skills and Abilities.

CONTINUING EDUCATION/TRAINING

- Must complete school safety training within thirty (30) calendar days from hire date and annually thereafter
- Must acquire and maintain CPR/First Aid card within sixty (60) calendar days from hire date and as scheduled thereafter
- Attend designated trainings as specified by supervisor and/or department director in order to maintain knowledge/skills
- Submit current/renewed licenses to Human Resources upon attaining

HISTORY

Job description and format updated: May 2026

Cheney Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, economic status, pregnancy, familial status, marital status, disability, or the use of a trained guide dog or service animal, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions: Title IX/Chapter 28A.640 Officer/Civil Rights Compliance Coordinator/ADA Coordinator - Tom Arlt, Assistant Superintendent, Cheney School District, 12414 S. Andrus Rd. Cheney, WA 99004 Phone: (509) 559-4550; Section 504 Coordinator - Franklin Day, Director of Student Support Services, Cheney School District, 12414 S. Andrus Rd., Cheney, WA 99004 Phone: (509) 559-4507.

EQUAL OPPORTUNITY EMPLOYER