JOB DESCRIPTION

JOB TITLE: Food Services - Office Assistant

Job Family: Food Services

Range 12

Job Purpose Statement/s: The job of " Food Services - Office Assistant" is done for the purpose/s of assisting in the operation of a school food service program by assignment to cafeteria cashier and related duties; may be assigned to routine and/or repetitive food service work as required.

Essential Job Functions:

* **Records** daily ticket sales through the use of automated equipment.
* **Receives** and processes daily cash meal ticket sales.
* **Processes** pre-paid meal ticket sales.
* **Generates** daily summary reports through the use of automated ACCU-TAB or SCAN equipment.
* **Compiles** daily sales report, including an automated summary report and manual cash sales.
* **Prepares** deposit slips for daily cash sales and deposits cash proceeds on a daily basis.
* **Mails** cash summary reports to District Food Services Office.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Participates** in District in-service programs.

Job Requirements - Qualifications:

* **Experience Required:** Two (2) years of documented work experience, preferably including cashier duties.
* **Skills, Knowledge and/or Abilities Required:**

  Skills: Typing/keyboarding accurately at a rate of 30 words per minute; to perform basic arithmetic calculations, use standard office equipment including computer.

  Knowledge of basic cash handling procedures, health codes and sanitation principles.

  Abilities to stand for prolonged periods, understand and carryout oral and written instructions. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, talking/hearing conversations and other sounds. Learn the operation of automatic scanning and tabulating equipment; process cash meal ticket sales in a correct and efficient manner; work under extreme pressure and stress.

* **Education Required**: High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of valid California Driver's License.
* **Other**: Appropriate Food Handler Permit may be required.