

## WESTMINSTER COMMUNITY CHARTER SCHOOL JOB DESCRIPTION

### JOB TITLE: CASHIER

DEPARTMENT: Food Services  
LOCATION: Westminster Community Charter School  
REPORTS TO: Sous Chef/Production Manager  
HOURS: Part-time (max 30 hours per week)  
RATE OF PAY: \$15 per hour

**OVERVIEW:** Under supervision of the sous chef/production manager, the cashier operates the cash register during lunch service as well as sets up the cashier line and beverage station. Cashier will be required to assist in the production of all foods required in the school breakfast and lunch program and cleaning and organization of kitchen areas and staff management.

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other related duties may be assigned.*

- Prepares dining area for service including: Fruit preparation, filling and replenishing water pitchers and stocking all necessary paper goods
- Assists in all food preparation
- Is trained in all hourly roles and able to fill-in when needed
- Uses cleaning chemicals and supplies in accordance with specified safety protocols
- Assists in keeping the kitchen and front of the house areas clean and organized
- Washes and cleans equipment, food preparation areas, while maintaining the highest possible standards of sanitation
- Operates all food preparation equipment in a safe manner
- Operates cash register during all lunch periods
- Ensures all necessary components are received by each student to meet NSLP guidelines for a reimbursable lunch
- Ensures cashier line is cleaned and sanitized between all lunch periods
- Aides in the pick-up, delivery and return of dishes, clean and dirty
- Wipes down dish station between lunches
- Clean dish stations after lunch service
- Replenishes dish water in dining hall when needed
- Facilitates beverage service during lunch
- Performs related work, as assigned

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); or six to twelve months related culinary experience and/or training; or equivalent combination of education and experience. Current Serve-Safe certification is required.

**OTHER SKILLS AND ABILITIES:**

- Ability to read English and comprehend instructions and give direction.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to interact with school staff members, students, parents, and others in an open, professional business-like manner.

**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. While performing the duties of this job, the employee is regularly required to stand and use hands. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move 25 - 50 pounds.