

Job Title: FOOD SERVICE WORKER (COMPUTER CLERK)
Reports to: Food Service - Manager
Dept./School: Food Service Department
Wkly/Hrs Worked: 35 Hours
Wage/Hour Status: Non-exempt
Date Revised: June 19, 2023

Primary Purpose

Responsible for accurately counting and claiming breakfast, and lunch meals that are served to students, staff, and visitors using point of sale computer. Ensure that records and reports including afterschool snacks are reported correctly and in a timely manner.

QUALIFICATIONS

Education/Certification

Current City Food Handler's permit
High School Diploma or GED

Special Knowledge/Skills

Good communication skills, preferably bilingual
Experience with computer and basic accounting
Ability to promote teamwork and effectively communicate with fellow staff, students, administrators, and parents

Experience

A minimum of six month employment experience in food service and food preparation. Minimum two years' experience using computers

MAJOR RESPONSIBILITIES AND DUTIES

1. Accurately count and claim the breakfast and lunch meals served to students, staff, and visitors using point of sale computer.
2. Receive funds for paid and reduced price meals as well as for staff and visitor meals.
3. Prepare daily and monthly reports for Food Service office.
4. Ensure all reports are turned in to Food Service office in a timely manner.
5. Reconcile accounts and prepare bank deposit daily.
6. Perform other job duties as assigned by supervisor.
7. Follow all established Food Service Standard Operating Procedures.
8. Maintain confidentiality of information.
9. Promote Team Work and interaction with fellow staff members and faculty.
10. Assist in stocking all areas, to include serving lines, salad bars, milk boxes, and willing to assist fellow workers as situations arise.
11. Be available to fill in as needed to ensure the smooth and efficient operation of the cafeteria as directed by your Manager.

Supervisory Responsibilities

None

EQUIPMENT USED

Point of sale computer and calculator
Small kitchen equipment

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent standing, walking, moderate lifting 10-15 lbs frequently, 35-40 occasionally, more than 40 lbs infrequently and carrying; some stooping, bending, and kneeling. Must be in good physical condition and able to meet the physical and mental demands of the job. Exposure to extreme hot and cold temperatures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____