# INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

**Job Title:** Food Service Cashier **Exemption Status/Test:** Nonexempt

**Reports to:** Director of Child Nutrition and Campus Principal **Date Revised:** 01/2022

**Dept./School:** Assigned Campus

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## Primary Purpose:

Responsible for on-site leadership of campus school nutrition operations. Daily Point of Sale duties, daily reconciliation, handling money, checking Production Records for accuracy, receiving goods, selling A la Carte items, and cleaning of area and equipment. Ensure all operations follow safe food handling standards.

## Qualifications:

**Education/Certification:**
High school diploma or GED
ServSafe and/or Food Handlers license preferred or must be obtained within a time set forth by Director of Child Nutrition

**Special Knowledge/Skills:**
Knowledge of methods, materials, equipment, and appliances used in food preparation
Knowledge of food handler safety
Ability to manage personnel
Effective organizational, communication, and interpersonal skills

**Experience:**
Previous experience in school setting preferred

## Major Responsibilities and Duties:

**Cafeteria Management**

1. Assist with arrangement of serving lines and serve as the cashier for service of food.
2. Communicating and working with servers
3. Daily Reconciliation of POS
4. Ability to identify a reimbursable meal
5. Check money boxes twice daily
6. Lift and carry food and supply items to work stations
7. Attend nutrition services in-service meetings

**Safety and Sanitation**

8. Ensure that food is produced safely and is of high quality according to policies, procedures, and department requirements. Store and handle food items and supplies safely following health and safety codes and regulations.

9. Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.

10. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

11. Follow established procedures for locking, checking, and safeguarding facilities.

**Inventory and Equipment**

12. Conduct regular physical equipment and supplies inventory.

**Policy, Reports, and Law**

13. Compile, maintain, and file all reports, records, and other documents including reports of daily and monthly financial, production, and activity records.

14. Review and submit accurate time and attendance records for payroll reporting purposes.

15. Complete annual continuing education requirements.

**Additional Duties:**

**16. Any and all other duties assigned by immediate supervisor.**

## Supervisory Responsibilities:

N/A

## Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

**Motion:** Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

**Lifting:** Frequent moderate lifting and carrying (15–44 pounds)

**Environment:** Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____