

JOB TITLE: *Satellite Cashier*

RESPONSIBLE TO: Satellite Manager, Satellite Services Supervisor, Nutritional Services
Department Director

1. JOB SUMMARY:

The primary purpose of the *Cashier* position is accountability/control to insure that student meals are properly monitored and counted by appropriate categories and that the USDA and HMS Nutritional Services policies and regulations for student qualification are applied in a fair and impartial manner. This requires adequate math and revenue receipt knowledge/skills and accountability that procedures are followed and meal count is accurate. Requires excellent interpersonal skills to effectively communicate with students/staff and parents.

Secondary criteria is to learn manager's daily and end-of-month procedures to substitute in case of the manager's absence and prepare for promotion when available.

Position hours – 6 to 6.5 hours per day/184 school work days [6:45 a.m. – 1:30 p.m. - actual work time may vary slightly by school site].

II. PERFORMANCE REQUIREMENTS: *As listed below and on additional attached pages headed "Physical Requirements - Food Service Department Employees"*

1. This position requires assistance with set-up for lunch under limited supervision.
2. This position requires that correct controls are implemented and maintained for service to students and staff.
3. This position requires the individual to train in all aspects of manager's job, including reports, so that they may take over in manager's absence.
4. This position requires an individual who will assure that all food service policies regarding accountability, safety, sanitation, portion control and quality control are followed.
5. This position requires approximately six (6) hours either standing or moving from one task to another.
6. Requires multiple repetitive motions including but not limited to: dipping, moving pans, moving boxes or cases of products and pushing and pulling carts of products. This action would require a lifting of weight range from a few ounces to a maximum of twenty pounds. Although personnel rotate tasks, this position requires these motions would repeat extensively on an average daily shift.
7. Movement of production food items to and from food hot carts requires a stretching, dipping and lifting motion with an approximate lift requirement of five to twenty pounds per motion. (These weights vary due to preparation of various products).
8. This position requires loading and unloading of various canned or cased food items. These cases vary from ten pounds to twenty pounds. Personnel are instructed not to lift more than twenty pounds without assistance.
9. This position requires employees to adapt to periods of above average heat and/or humidity.

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10. This position is a time sensitive position and requires consistent and timely production work flow.
11. This position requires an individual to follow strict inventory controls over food, supplies and equipment. Reports of missing items to Site Manager, Food Service Director or Supervisor to Satellite Services.
12. This position requires an individual to perform sweeping, mopping, washing various utensils (requires use of detergents, bleach and other abrasive cleaners), equipment cleaning (often requires use of abrasive cleaners and oven cleaner), surface cleaning, trash removal and deep clean scrubbing of work area surfaces (requires use of detergents, bleach and other abrasive cleaners).
13. This position requires an individual who is willing to work to make their cafeteria an integral part of the school and the Nutritional Services program.
14. This position may require performance of other duties as assigned by the Satellite Manager, Satellite Services Supervisor, Nutritional Services Department Director.

III. QUALIFICATIONS:

Must be able to read, write, and verbally communicate in English and perform mathematical calculations.

Must follow rules, regulations and procedures of the Nutritional Services Department and Hobbs Municipal Schools.

Must have a desire and willingness to perform up to standards that will result in the best operation possible.

Must be able to plan ahead and work independently.

Must complete and/or pass all other employment requirements of Hobbs Municipal Schools to include fingerprinting and criminal background check.

**PHYSICAL REQUIREMENTS
FOOD SERVICE DEPARTMENT EMPLOYEES**

GENERAL:

Motor coordination is required to coordinate eyes, hands, and fingers when performing cashier requirements or if needed for cooking, scraping, paring, and slicing foods, either by hand or with electrical equipment. Multi tasking is a continuous requirement of the job.

Manual and finger dexterity required to handle monies, checks, coins, student ID cards, paperwork and when required kitchen utensils.

1. Seeing close work such as typed or hand written material is a continuous requirement of the job.
2. Color discrimination is required to detect signs of deterioration or

- spoilage of food products.
3. Ability to tell where a sound is coming from is a continuous requirement of the job.
 4. Communicating through writing and speech is a continuous requirement of the job.

AVERAGE WORK ACTIONS AND MOTIONS:

1. WALKING TASKS

- A. Walking is a continuous requirement of the job.
- B. Duties performed during walking are:

1. To assemble or assist with food supplies
2. Working at assigned station
3. Washing dishes
4. Cleaning and maintaining kitchen area

2. STANDING TASKS: Including all tasks while standing and walking

- A. Standing is a continuous requirement of the job.
- B. Duties performed during standing are:
 1. Working at position assigned
 2. Washing/cleaning duties
 3. Food preparation as required

PHYSICAL REQUIREMENTS

FOOD SERVICE DEPARTMENT EMPLOYEES

3. RUNNING

- A. Duties performed during sprinting/running:
 1. In case of an emergency

4. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional but essential requirement of the job.
- B. Bending or twisting of the trunk is essential requirement of the job.
- C. Squatting, stooping, or kneeling essential requirements of the job.
- D. Reaching above the head is an occasional but essential requirement of the job.
- E. Reaching forward is a continuous requirement of the job.

5. ACTIVITIES

- A. Hand and grip strength is a continuous requirement of the job.

6. USE OF ARMS AND HANDS

- A. Manual dexterity is an essential requirement of the job.

7. LIFTING 10 - 25 POUNDS

- A. Lifting of items that weigh between 10 - 25 pounds is an essential requirement of the job.

8. LIFTING 26 - 50 POUNDS

- A. Lifting of items that weigh between 26 - 50 pounds is occasional - (*with assistance only*).

9. PUSHING AND PULLING

A. Pushing and pulling of 25 - 50 pounds is an occasional but essential requirement of the job.

10. CARRYING TASKS

A. Carrying of items that weigh between 7 - 25 pounds is an essential requirement of the job.

11. BALANCE AND COORDINATION ACTIVITIES - (CONTINUOUS)

12. ADDITIONAL COMMENTS: The Department of Labor job classification for this position would be “heavy”.

13. WORKING CONDITIONS

A. Working conditions are the physical surroundings of a worker in a specific job.

B. The following are the essential working conditions of the job:

1. Working inside is a continuous requirement of the job.
2. Risk of getting a minor injury is an occasional but essential hazard of the job.
3. Exposure to solvent and degreasers is an occasional but essential hazard of the job.
4. Exposure to gases, fumes, or sprays is an occasional but essential hazard of the job.
5. Adapt to above average heat and/or humidity situations.
6. Extended work hours is an occasional but essential requirement of the job.
7. Direct responsibility for the safety, well-being and work output of self and other people is an essential requirement of the job.
8. Multiple demands from several people is an occasional but essential requirement of the job.
9. Interacting with the public or other workers is an essential requirement of the job.