



## **Office Asst 1 / K-12 Nutrition Cashier**

### **Purpose Statement**

The job of Office Asst 1 / K-12 Nutrition Cashier is done for the purpose/s of providing support to the food service program at assigned location with specific responsibilities for processing daily meal, helping stock supplies, clean cafeteria, support child nutrition staff as assigned.

This job reports to Supervisor 5 / 7-12 Nutrition

### **Essential Functions**

Assist food preparation as assigned for the purpose of supporting the overall goals of the child nutrition program.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Complete required training and ongoing professional development for the purpose of ensure a safe and efficient work environment and contribute to the overall goals of the child nutritioin program.

Count money as directed by supervisor for the purpose of provided accurate accountability for reporting and compliance.

Follow established accounting practices for the purpose of accurarate, ethical management of funds as required by federal, state, and local regulations and guidelines.

Maintain clean, safe, and pleasant environment for students, faculty, and patrons for the purpose of providing a welcoming environment and supporting the child nutrition program goals and objectives.

Monitor student food trays for the purpose of ensuring compliance with federal, state, and local guidelines.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Record temperature of reach-in and walk-in dishwashers for the purpose of maintaining safety for all patrons of the child nutrition program.

Stcok cafeteria supplies for the purpose of providing quality services and an efficient food service experience for patrons.

Wear attire that is clean, professional, and compliments the work environment (e.g. non-slip shoes, etc.) for the purpose of maintaining a safe and efficient working environment for all staff, students, and partons.

Wipe tables and clean spills, pick up trash for the purpose of maintaiing and clean, safe, and sanitary environment for students and partons.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; operating standard office equipment; type minimum of 40 wpm; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantity food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; multi-tasking; and working with interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; tracking budget expenditures. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

Pre-Employment Proficiency Test

**Certificates and Licenses**

Food Handlers/SafeServ Certificate

**Continuing Educ. / Training:**

Regularly as needed to perform changing essential functions of position; Annually to meet 2010 Healthy Hunger-Free Kids Act Professional Standards requirements

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

3/13/2023

**Salary Grade**

Lane 1