

TITLE: Food Service Baker/Cashier

DEPARTMENT: Food Service Department

REPORTS TO: Director of Food Services

POSITION SUMMARY: The Food Service Baker/Cashier is responsible for completion of all baking functions as well as all cashier responsibilities.

ESSENTIAL FUNCTIONS:

- Collect money and tickets for the daily lunch.
- Supervise the use of tickets in the line.
- Collect and verify all money collected during the day and prepare deposit.
- Complete the daily meal and cash report necessary to produce the monthly state and federal reimbursement reports.
- Maintain the complete financial records for the food service site.
- Communicate known changes regarding free and reduced applications to the food service office.
- Prepare quick breads, yeast breads and desserts according to standardized recipes.
- Operate necessary kitchen equipment. (mixers, ovens, etc.)
- Assist Manager in adapting recipes to fit needed quantities.
- Order and maintain necessary baker and cashier supplies.
- Maintain the highest standards of sanitation and safety in the kitchen.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.
- Perform other duties as assigned.

QUALIFICATIONS:

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job-related experience is preferable.

ABILITIES: Ability to lift 25 – 30 pounds on a regular basis

REQUIRED TESTING: None specified

CERTIFICATES AND LICENSES: Valid Food Handlers Permit

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: United Classified Workers of Washington, Issaquah Chapter

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date