

### 5.5 Hour/day Food Service Worker – Cashier

The Johnstown-Monroe Local Schools has an opening for a 5.5 hour/day Food Service worker.

**Summary:** Operates Point of Sale system, assists the Chef, prepares coffee, and keeps the serving line, coffee and cashier stations clean.

#### **Essential Duties and Responsibilities:**

- Performs cashier duties using the POS system.
- Perform general cleaning duties; removes trash and garbage to designated areas.
- Provides service in all retail areas, including cashiering and line serving.
- Cashiers according to established procedures, maintaining cash accuracy with receipts. Makes deposits at the end of each shift.
- Inventories and restocks supplies and food products.
- Sets up serving line, ensuring temperatures are taken, recorded and within acceptable ranges; notifies cooks if food temperatures are not within acceptable limits.
- Serves hot and cold items to customers.
- Sets up items for purchase on daily basis.
- Keeps refrigerator stocked and product rotated using the first in, first out rule.
- Stocks pantries with correct par levels of food items on a daily basis. Records replenished amounts on floor stock form for each unit. Records refrigerator temperatures on floor stock form daily.
- May also perform general food service work
- Performs other duties as assigned.
- Able to lift up to 50lbs.

#### **Cashier Requirements:**

- High School Diploma or equivalent.
- Customer service or Cashier experience.
- Familiarity with electronic equipment, like cash register and POS
- Ability to handle transactions accurately and responsibly.
- High level of energy with strong customer service skills.
- Basic math and computer skills.
- Ability to stand, walk, lift heavy items, and work with other team members in a fast-paced environment to provide excellent service.
- Attention to detail.
- Helpful, courteous approach to resolving complaints.
- Strong communication and time management skills

Interested candidates should send letter of interest and resume to:

Michael Cartwright, Food Service Supervisor  
[mcartwright@jmk12.org](mailto:mcartwright@jmk12.org)  
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