# Cook/Cashier

**Rev July 2025**

**Reports to:** Cafeteria Manager

**Status:** Non-exempt

**Dept./Campus:** Nutrition Svcs/Assigned Campus

**Paygrade:** 501

**Term:** 176 Days

## PRIMARY PURPOSE:

Work under moderate supervision to prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation and safety practices.

## MAJOR RESPONSIBILITIES AND DUTIES

- **Food Preparation and Serving**
  - Prepare quality food according to a planned menu of tested and uniform recipes.
  - Serve food according to meal schedules, departmental policies, procedures, practice and promote portion control and proper use of leftovers.
  - Store and handle food items and supplies safely according to established procedures. Maintain a clean and organized storage area.
- **Safety and Sanitation**
  - Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health, and safety.
  - Keep garbage collection containers and areas neat and sanitary.
  - Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
  - Maintain personal appearance and hygiene.
- **Other**
  - Handle and record cashier functions accurately.
  - Help record food requisitions and order necessary supplies.
  - Maintain daily food preparation records.
  - Promote teamwork and interaction with fellow staff members.
  - Complete annual continuing education requirements.
  - Follow district safety protocols and emergency procedures.

## SUPERVISORY RESPONSIBILITIES

- None

The above statements are not an exhaustive list of responsibilities, duties, and skills that may be required.
All GISD employees are expected to maintain an extreme degree of confidentiality by following the
*Family Educational Rights and Privacy Act (FERPA)* for student information
and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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## QUALIFICATION GUIDELINES

**Education/Certification/Experience:**

- None specified.

**Knowledge/Skills/Abilities:**

- Ability to understand written and verbal food preparation and safety instructions
- Working knowledge of kitchen equipment and food production procedures
- Ability to operate large and small kitchen equipment and tools
- Ability to perform basic math

**Mental/Physical/Environmental Demands:**

- Equipment; 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
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling and twisting
- Continual walking; frequent climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching
- Frequent moderate lifting and carrying (15-50 pounds)
- 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
- Work with frequent interruptions; maintain emotional control under stress