



## Food Service 2, Cashier/Prep

**Job Title:** Cashier/Prep Food Service Prep  
**Reports to:** Food Service Director / Assistant Manager / Chef Manager /Cook 1 & 2

**Summary:** Prep-Performs a variety of duties relating to cafeteria-style service including greeting and serving the customers, cold food preparation, stocking counters and steam tables, and maintaining sanitation standards. Responsible customer service is a major function of this position.

Cashiering duties including cash transactions, verifying banks, accurately giving change, counting cash receipts and filling out cash reports.

**Supervisory Responsibilities:** None

**Prep Duties and Responsibilities:** include the following. Other duties may be assigned.

- Stocks counters, display refrigerators, salad bar and condiment station, and steam tables neatly, accurately, and in a timely manner as per the menu
- May prepare sandwiches to order, or pre-prep sandwiches or sandwich fillings
- Checks to ensure that all display foods are merchandised attractively per standards
- Displays foods under appropriate hot or cold as per standards
- Compete cold food preparation assignments accurately and in a timely fashion
- Handles cold foods items appropriately during preparation
- Maintains accurate portion control and merchandising standards when preparing and serving cold food items
- Maintain proper food handling, safety standards while preparing food, serving food and clean up
- Keeps display equipment clean and free of debris during meal service as assigned
- Cleans tables and chairs, as assigned, before, during, and after meal service. Arranges tables and chairs as per standard plan for the dining center.
- Checks and stocks salt, pepper, napkins, flatware, trays as appropriate.
- Cleans up spills in the servey, dining area, his/her own work area immediately.
- Cleans equipment, as assigned and in a timely fashion

**Cashier Duties and Responsibilities:** include the following. Other duties may be assigned.

- Carefully enters all sales into the cash register to ensure that all purchases are accurately recorded
- That all students on meal plans have their meal cards.
- Makes change, accepts checks, adds value to debit cards, and issues receipts to customers
- Responsible for all assigned change funds and cash receipts ensuring that cash drawer is in compliance with overage/shortage standards
- Able to perform arithmetic operations involving all United States monetary units (add, subtract, multiply, divide). Must be able to differentiate between monetary units
- Must have the ability to observe customer purchase in the café line and to differentiate between standard portions.
- Follow standard procedures for issuing cash refunds

- ❑ Must assure compliance with company service standards, and company inventory and cash control procedures.
- ❑ Performs sales transactions in a reasonable and timely fashion
- ❑ Follows procedures for the proper set-up and clean up of dining center serving lines
- ❑ Maintains work area, equipment, and dining facility in a clean and presentable manner
- ❑ May be required to replenish condiments, beverages and general supplies while maintaining cleanliness of service area

### **Food Safety/Sanitation**

- ❑ Responsible for ensuring proper presentation, portion control, and maintenance of proper serving temperatures – follows HACCP standards
- ❑ Maintains sanitation and orderliness of all equipment, supplies and utensils within work area
- ❑ Handles food items appropriately during preparation
- ❑ Ensures proper food preparation by utilizing approved recipes and in following prescribed production standards
- ❑ Keeps display equipment clean and free of debris during meal service as assigned
- ❑ Cleans equipment, as assigned and in a timely fashion
- ❑ Cleans workstation thoroughly before leaving the area for other assignments

### **Customer Service**

- ❑ Represents company in a courteous, efficient, and friendly manner in all customer and employee interactions
- ❑ Interacts with customers in a manner to ensure customer satisfaction
- ❑ Greets customers courteously
- ❑ Serves customers quickly, Does not allow back-ups or snags in serving lines
- ❑ Serves customer food and beverage orders quickly, in proper portions, in a courteous demeanor
- ❑ Demonstrates a complete understanding of daily menu items and explains same to customers accurately
- ❑ Relays relevant comments from customers directly to supervisors
- ❑ Interact with customers and resolves customer complaints in a friendly and service oriented manner
- ❑ Consistently exhibits the ability to keep up with peak cafeteria hours and does so calmly, accurately and efficiently
- ❑ Checks to ensure that all display foods are merchandised attractively per standards
- ❑ Serve food neatly and attractively per standard

### **Physical Safety**

- ❑ Ensures corporate and OSHA safety standards are followed
- ❑ Follows principles of sanitation and safety in handling food and equipment
- ❑ Cleans up spills in the service, dining area, his/her own work area immediately.

### **Corporate Standards**

- ❑ Completes shift work, as assigned, in a timely and thorough manner in accordance with department standards
- ❑ Informs chef, supervisor, in a timely manner when supplies are low
- ❑ Follows and observes all company policies and procedures
- ❑ Follows company standards for attendance and punctuality
- ❑ Maintains professional appearance at all times, clean and well groomed in accordance with company standards

- ❑ Develops a positive working relationship with fellow workers and customers and avoids conflict
- ❑ Attends C.H.A.T. and all other training sessions
- ❑ Assist other functions as needed

**Mathematical Skills:**

Ability to add and subtract three digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume measurement, and ability to make change.

**Language Skills:**

Ability to read and comprehend simple instructions, recipes, production sheets, temperature logs, safety rules, MSDS Sheets. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk or hear, and taste or smell. The employee frequently is required to walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually very loud.

All employees are responsible for maintaining a hazard free environment for themselves and our customers. All employees are required to wear personal protective equipment (goggles or eyewear, gloves and aprons) when handling chemicals or other hazardous substance or when assisting in first aid.

Employees may be required to use certain mechanical, electric, sharp, heat producing, and other potentially dangerous equipment while performing job responsibilities. Employees will be instructed in the proper use, function and maintenance of all kitchen related equipment. See your supervisor for specific training procedures.

**Employee Signature And Date:**

I have received, read and understand the job description(s) outlining my basic job responsibilities. I understand that I may be asked to perform other duties exclusive of my basic responsibilities and any other duties necessary within the course of business.

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Associate Signature                      Date

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Manager's Signature                      Date

I require the following accommodation in order to perform the requirements of the position:

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