



**CROSBY INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: Food Service Worker III

WAGE/HOUR STATUS: Non-exempt

REPORTS TO: Cafeteria Manager

PAY GRADE: Manual 2

DEPT/SCHOOL: Food Service

DATE REVISED: 06/06/2011

PRIMARY PURPOSE

The Food Service Worker III serves as the person responsible for accounting for all financial transactions in the school. This employee supervises Food Service Worker I/II in the collection and recording of monies. Prepares daily deposits and reports. The Food Service Worker III may also be responsible for assisting the Manager and Assistant Manager in the preparation of time records and reports required by the Manager. In addition to the cashiering and preparing reports, the Food Service Worker III will be required to assist in production, serving and cleanup. The Food Service Worker III may be required to substitute for the manager in the Elementary, Intermediate, and Middle School in the managers' absence.

QUALIFICATIONS

Minimum Education:

High School Diploma/GED or TASN level 2

Certification Requirements:

Must have a current City of Houston Food Service Managers Certificate (or equivalent) to be assigned as head cashier.

Special Knowledge/Skills:

- Ability to speak read and write the English language.
- Basic knowledge of math and money handling techniques.
- Professional appearance and attitude.

Minimum Experience:

Two (2) years' experience in the School Food Service industry and the completion or enrollment in the Five Unit Program or its equivalent.

MAJOR RESPONSIBILITIES AND DUTIES:

1. To account for the financial transactions connected with the serving of meals and to make the proper reports required for program administration. Supervises Food Service Worker II.
2. To make daily deposits of all monies collected as outlined by school district policy.
3. To have complete responsibility for all monies and reports, under the direct supervision of the High School Manager.
4. To assist in the preparation of all food items.
5. To assist wherever necessary in the general operation of the cafeteria and perform related tasks as assigned by the Manager.
6. To assist in making necessary reports, purchase requests, and other inventory and accounting procedures.
7. Maintain TASN/SNA level 2
8. All other duties may be assigned by the Manager and/or the Director of Child Nutrition Service.
9. Employee is required to comply with all Crosby ISD HACCP policies and procedures.



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EQUIPMENT USED

Various kitchen equipment.

WORKING CONDITIONS

Physical Demands:

During your entire scheduled work hours you must be physically able to:

- Stand and walk on hard surface floor unassisted, continually, for at least three hours.
- Walk briskly.
- Push and pull carts.
- Stoop, bend, kneel, and climb.
- Lift up to 40 pounds for at least 10 feet.
- Must be able to load and unload products at a maximum height of 60 inches.
- Climb a 6 foot ladder.
- Walk in areas that are no more than 24 inches wide.

Environment:

Moderate to heavy exposure to hot and cold temperatures, steam and wet floors and cleaning chemicals.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.