

LEAD CHECKER – CLASS 2

- QUALIFICATIONS:**
1. High school diploma or GED
 2. Previous experience preferred
 3. Ability to work with various school publics
 4. Ability to lift 15-65 pounds
 5. Ability to withstand a wide range of temperatures
 6. Ability to stand and walk on hard floors 90% of the time
 7. Ability to make arithmetic computations and to keep accurate records
 8. Computer Literate
 9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Food Service Director

JOB GOAL: To assist in the smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of the students. To ensure that the revenues for the building are accurately received and maintained.

PERFORMANCE RESPONSIBILITIES:

1. Practices procedures in food preparation, use and care of the equipment, and personal habits to assure that sanitation standards are met
2. Follows standards of safety in preparing, storing and serving food plus portioning and garnishing
3. Participates in implementing promotion of school lunch and other activities consistent with Board policy
4. Maintains the required records as assigned; including food used, inventory, cleaning schedules, recipes, money collecting, student records, credits, etc.
5. Follows policies and procedures listed in the policy manual and handbooks
6. Demonstrates knowledge of fire extinguisher use
7. Reports all accidents and potential safety hazards to the Manager/Director
8. Uses, cleans, and stores knives according to procedures
9. Operates and cleans equipment following instructions; Computers, printers, coin machine, and vending machines
10. Follows work and cleaning schedules
11. Attends job-related training classes and workshops and practices the principles taught

12. Performs basic first aid as needed
13. Uses efficient work techniques as demonstrated by the Cook/Manager or Director
14. Performs money collection/meal checking duties as assigned by the daily work schedules
15. Follows the meal pattern requirement in serving student meals
16. Follows state district policies and procedures
17. Receipts vending and lunch money on a daily basis
18. Communicates effectively any problems/needs directly to the Director
19. Has the ability to do other duties as assigned
20. Orders supplies as needed a week ahead of time for vending and money collection
21. Directs other checkers as to the duties and advises them in procedures
22. Maintains daily computer records and receipts
23. Computes vending sale prices and keeps daily track of the profit and sales
24. Communicates effectively with parents and students regarding account status
25. Maintains financial integrity of the lunch program by following procedures

WORK SCHEDULE:

The work day shall be established by the supervisor but shall not exceed 8 hours per day, excluding ½ hour for duty free lunch, unless other arrangements are made the supervisor and approved by the District Administrator. Most individuals in this category will work 6 or fewer hours per day as individually directed by the Food Service Supervisor.

The yearly number of days worked in a school fiscal year shall normally be 180 days excluding holidays unless a different work schedule is approved by the District Administrator

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.