



Cook Helper/Cashier

Department: Food Service

Supervisor: Kitchen Manager

Status: Non-Exempt (Union)

Contract: Student days plus additional days as determined by Food Service Director

Position Overview & Responsibilities

Support the Kitchen Manager in maintaining an atmosphere that is positive and welcoming. Assist with the preparation, serving, cashiering and clean up while ensuring the MN State Department of Education, US Department of Agriculture, and school policies and procedures are being met.

- Assist daily preparation of nutritious meals, ensuring all food is cooked, held and stored at the proper temps.
- Follow food safety and sanitation procedures, governmental regulations, and district policies and procedures.
- Ensure serving lines are set up and are ready for students.
- Serve food according to serving size requirements, presented in an appealing manner and timely service.
- Assist the kitchen manager in monitoring students with special diets, preparing for student diet needs.
- May act as main cashier to balance drawer daily, enter deposits, prepare bank statements, notify families of negative balances, and report negative balances to Kitchen Manager.
- May use and operate Point of Sale (POS) system.
- Clean all food service areas, equipment, and utensils.
- Attend meetings, workshops, and training sessions as directed by supervisor.
- Perform other related duties as assigned.

Requirements & Qualifications

High School diploma or equivalent (GED) required. Previous experience in food service preferred.

Must be able to lift up to 25 pounds, occasionally lifting up to 40 pounds. Must possess strong organizational skills and communication skills.

Essential Functions & Skills

This position requires an ability to work independently under the direction of the Kitchen Manager and with several buildings and departments.



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- Ability to work effectively with administrators, students, staff, vendors and guests.
- Ability to multitask and prioritize workload.
- Ability to follow written and verbal directions.
- Strong communication and customer service skills.
- Strong organizational, task management, and time management skills.

Equal Employment Opportunity Employer

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.