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Job Description
Food Service Cashier/Hostess Leader
Muskogee Campus

**INDIAN CAPITAL TECHNOLOGY CENTER
DISTRICT NO. 4**

JOB DESCRIPTION

POSITION: Food Service & Cashier

RESPONSIBLE TO: Director, Muskogee Campus

EDUCATION: High School Diploma or GED

CERTIFICATION: Food Handlers Certification

SKILLS: Knowledge of the handling of money and all other areas related to food service.

DEPENDABILITY: Regular attendance following a designated work schedule.

Must be able to work extended hours and additional days/evenings as required by position responsibilities.

Must be able to attend and participate in meetings/conferences as scheduled within the district and state.

PHYSICAL/MENTAL STANDARDS: Able to read and comprehend varied and extensive written documents, regulations and job assignments. Able to meet and confer with individuals and groups concerning a variety of subjects, including confidential matters.

EMOTIONAL EFFORT: Moderate to extreme. Frequent deadlines requiring concentrated effort and overtime work. Must work on a variety of projects at the same time.

PERSONNEL CLASSIFICATION: Non-Certified Support; non-exempt

LENGTH OF CONTRACT: Ten (10) months (8 hours a day 200 days a year)

PRIMARY FUNCTION: To assist the Culinary Arts Instructor in all areas related to food service with the major responsibility of handling of money and as

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hostess of the dining room area.

Must be able to use and utilize QuickBooks for invoicing and keeping financial books.

Financial Records must be balanced on a daily basis.

ESSENTIAL JOB FUNCTIONS:

Maintain the dining hall area each day.

Keeps all assigned areas clean and neat at all time

Serve as a role model for students in food service.

Required to balance a cash register on a daily basis.

It is expected for employee to be on time each workday as this is essential to the employee's job.

Other jobs/tasks as described and requested by administrator.

SUPPORT:

Provides support to the Culinary Arts Instructor, both instructional and service areas.

BUDGETING AND PURCHASING:

Follows purchasing regulations/works within approved budget.

PERSONNEL:

Participates in an annual evaluation of his or her performance with supervisor and the Campus Director.

Submit all personal absences and travel expenditure requests for the approval of the Director.

PUBLIC RELATIONS:

Promotes a positive community image of Indian Capital by providing information to community groups.

RELATIONSHIPS:

Advises, consults, coordinates and works cooperatively with students, staff, and administration to meet the needs of the clients and Indian Capital Technology Center.

PROFESSIONAL DEVELOPMENT:

Participates in professional workshops as required.

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OTHER JOB

FUNCTIONS:

Maintains and enhances professional competence through participation in professional activities.

Ability to work conferences and banquets scheduled at Indian Capital Technology Center (day or evenings).

Performs such other tasks, assumes such other duties, and exercises such other authority as may be required.

Indian Capital Technology Center does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or qualified disability.

Signature of Supervisor

Date

Signature of Employee

Date