



## COMMUNITY EDUCATION BUILDING CORP. POSITION DESCRIPTION

**Title: Cashier/Food Preparation Associate**  
**Reports To: Chef**  
**[www.cebde.org](http://www.cebde.org)**

### POSITION

The *Cashier/Food Preparation Associate* at the Community Education Building (CEB) does more than manage daily meal transactions. The work of the Cashier helps transform children's lives by supporting the creation of new opportunities for a brighter future. We are seeking a Cashier/ Food Prep Associate at the CEB who will be responsible for maintaining a clean and orderly checkout area for up to 1200 students and staff. Our cashier will assure students receive USDA compliant meals, be able to accept small cash exchange, use a computerized point of sale station, and answer food service related questions. The cashier must be organized, dependable, pleasant, and enjoy working with children in a fast paced environment. In addition, s/he will participate in light food preparation between meals under the direction of the school Chef. The Cashier/Food Prep Associate must be dedicated in making a commitment to conduct his/her work with determination, integrity and purpose, embodying these key responsibilities.

### KEY RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO):

- Collect and safely manage cash from daily meal transactions and a la carte purchases;
- Properly sort, count and wrap bills and coins;
- Operate a compliant Point of Sale (POS) service and POS computer system;
- Ability to write daily menu with knowledge of food components;
- Ability to set up cafeteria, condiment, milk and snack food stations;
- Conduct daily cleaning and sanitation of all servery and kitchen areas and equipment;
- Knowledgeable of USDA Meal Program regulations to assure meal compliance;
- Ability to educate children and staff of meal program requirements as necessary;
- Prep of salads and sandwiches, cup fresh fruits and vegetables per chef;
- Ability to calculate basic math including adding and subtraction;
- Ability to read production sheets, recipes, weigh and measure foods and properly package items;
- Serve food on trayline when needed;
- Prepare containers, food and meal counts for satellite site deliveries;
- Assist with inventory, dishroom and receiving deliveries;
- Maintain a friendly demeanor with parents, students, teachers and administration;
- Maintain uniform appearance;
- Attend scheduled meetings and workshops

### QUALIFICATIONS AND FUNCTION REQUIREMENTS:

- High School diploma or equivalent;
- School food service experience is a plus;
- Some knowledge of food preparation techniques for hot and cold foods;
- A minimum of 1-year experience with small cash exchange;
- Serve Safe preferred;
- Ability to write and post daily menu specials



#### QUALIFICATIONS AND FUNCTION REQUIREMENTS (CONT'D):

- Must be able to speak, read and understand English,
- Must be bilingual;
- Must be able to stand for more than 4 hours in a row, kneel, crouch and lift over 50 pounds;
- Must be available every day that school is in session, Monday – Friday;
- To be available as needed for evening or occasional weekend events;
- Must be able to pass and supply a copy of state and federal background checks;

#### PROFESSIONALISM

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality;
- Reflect critically upon his/her individual performance; identify areas for further professional development; access meaningful learning experiences; and listen thoughtfully to other's viewpoints and respond constructively to suggestions and criticisms;
- Fulfill all outlined and related functions professionally, timely and thoroughly;
- Perform other duties related to this position that may be assigned; and,
- Play a critical role in developing and managing relationships with key stakeholders

#### HUMAN RESOURCE INFORMATION

**CLASSIFICATION:** On-call position. Hours to range between 7:00 am – 6:00 pm

#### HOW TO APPLY

A cover letter is required. Please submit your letter and resume to Havena Hollins: Email: [hhollins@cebde.org](mailto:hhollins@cebde.org);  
Fax: 302-468-4587; Mail: 1200 N. French Street, Wilmington DE 19801, Re: Cashier