

NEW PRAGUE PUBLIC SCHOOLS

POSITION DESCRIPTION

POSITION TITLE: Food Service Scanner

REPORTS TO: Food Service Director

PRIMARY FUNCTION: Operate point of sale system to track students' lunch purchases

QUALIFICATIONS:

- High School diploma
- Strong interpersonal communication skills with students and adults
- Ability to use technology necessary for this position
- Ability to add, subtract, multiply and divide accurately

RESPONSIBILITIES:

- Move and set up computer equipment used for recording purchases
- Charge appropriate costs according to student's meal purchases
- Assist students with entering in their personal identification numbers, scan cards for very young students
- Verbally confirm student identity
- Observe balance in student account, notify student if balance is below a threshold level, remove purchases from student if balance is below an established threshold level
- Re-stock supplies of paper products and a la carte items between students' lunch shift
- Determine if students' selections meet current standards for a reimbursable meal
- Assist other food service employees with post-lunch cleanup as needed
- Perform other related duties as assigned

PHYSICAL DEMANDS

- Ability to talk, see and hear
- Ability to bend, stoop, and reach, occasionally
- Ability to lift up to 10 pounds, occasionally
- Ability to push or pull up to 30 pounds, occasionally

WORK ENVIRONMENT

- Very fast work pace with a high degree of accuracy required
- Noisy environment with many distractions

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