



Job Description

Position/Title	Food Service Worker/Cashier
Department	Food Services Department
Reports To	Food Service Manager
Time Commitment	20 hours per week – flexible start time, 6:30am or later
Purpose	The Food Service Worker/Cashier is primarily responsible for assisting in the preparation, packaging and selling of school meals. Promoting a positive attitude and teamwork in the school commons area is also necessary in providing a pleasant environment for students and co-workers alike.
Key Tasks and Responsibilities	<ul style="list-style-type: none"> • Prepare cooler foods in proper proportions as requested. • Stock and restock chips, candy and cooler foods as needed. • Provide friendly, accurate cashiering to students, faculty and visitors of Edgewood High School. • Maintain high standards of sanitation at all times. • Provide accurate cash register information and counting of cash drawers at the end of each day. • Assist with food preparation for meetings and/or school events as needed. • Assist in the Food Services Department as needed.
Physical Demands	<ul style="list-style-type: none"> • Stand for extended periods of time • Bending, stooping, sitting, climbing stairs • Manual dexterity to use office equipment • Visual acuity to read correspondence, computer screen • Auditory acuity to be able to use the telephone • Ability to speak clearly and distinctly to co-workers, students and guests
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • Knowledge of basic mathematical concepts and the ability to count money accurately. • Ability to communicate effectively with all constituents of the Edgewood community. • Ability to read, follow directions and maintain records. • Ability walk, lift up to 35 pounds, climb, bend, reach and kneel. • Ability to operate various commercial kitchen equipment. • Knowledge of food safety and proper sanitation procedures. • Ability to work non-traditional work times, such as evenings and weekends, dependent on the school's needs.

Experience Preferred

- Previous Cash Handling Experience required.
- High school diploma
- Previous experience working with high school students preferred
- Background check required.

Mission Statement

Edgewood High School is a Catholic high school that educates the whole student for a life of learning, service and personal responsibility through a rigorous academic curriculum that embraces the Sinsinawa Dominican values of Truth, Compassion, Justice, Community and Partnership.

**Please email or mail resume and cover letter to:
Edgewood High School of the Sacred Heart
Attn: Trevor Voice
2219 Monroe Street
Madison, WI 53711
trevor.voice@edgewoodhs.org**

Edgewood High School is an Equal Opportunity Employer.