

FORT SCOTT COMMUNITY COLLEGE
Position Description – Cafeteria cashier / custodian

JOB TITLE: Cafeteria cashier / Custodian

DIVISION/DEPARTMENT: Operations / Maintenance

RESPONSIBLE TO: Maintenance Director / Cafeteria Director

MONTHS PER YEAR: 12

HOURS PER WEEK: 40

UPDATE: 08-2019

PRIMARY SHIFT HOURS – Monday – Friday 3:00 pm to 12:00 am

SKILLS NEEDED

- Ability to balance a cash drawer.
- Ability to work effectively with fellow workers, students and community members
- Basic knowledge of how to use a computer, and cash register.
- Knowledge of materials, methods and practices used in cleaning operations
- Knowledge of operation, use and care of janitorial equipment
- Must have knowledge of and be able to implement procedures regarding Bloodborne Pathogens laws and regulations
- Must have knowledge of use of chemicals and must use them safely

MAY BE REQUIRED TO: Sit or stand for long periods of time, operate custodial equipment and small business equipment such as cash register and computer.. Speak and hear clearly.

JOB PURPOSE: Primary assignment to cashier for cafeteria and cleanliness of areas in that general location.

DUTIES AND RESPONSIBILITIES:

DAILY

- Responsible for cashier duties related to student meal counts and payment of meals by non-student customers to the cafeteria.
- Balance cash drawer daily and deposit with director of cafeteria.
- Clean dining room floor between meals in preparation for next meal.

- Clean halls and restrooms on a daily basis
- Empty trash cans and replace can liners on a daily basis
- Sweep and mop all tile floors daily or as needed.
- Vacuum all carpeted areas on a daily basis
- Clean and disinfect all restrooms on a daily basis (includes all walls and fixtures)
- Restock all dispensers (toilet tissue, paper towels, and soap) on a daily basis
- Clean entrance windows and entrance floor areas (inside and out) on a daily basis
- Report repairs needed in your area on a timely basis

WEEKLY

- Pull reports weekly of meal counts and give to director of cafeteria.
- Polish (high speed buff) on a weekly basis all tile floors Dust fixtures (hallways, classrooms, etc.) on a weekly basis

QUARTERLY

- Clean other exterior windows on a quarterly basis.

SEMI-ANNUAL / ANNUALLY

- Strip and wax tile floors on a semi-annual basis
- Shampoo (or carpet bonnet) carpet on a semi-annual basis
- Touch up paint in all areas annually.
- Break down all tables and chairs in cafeteria and clean semi annually.

Reviewed by Supervisor: _____

Signature

Date

All job descriptions are subject to revision based on changing needs of the college.