



## ***Nutrition Services Clerk- Cashier***

**Reports to:** Food Service Director

**Hours:** FT Position – Monday – Friday, 7:00 AM- 3:30 PM

**Location:** Main Campus

### **HFI Mission Duties**

Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

**Please Note:** Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.

### **Essential Duties and Responsibilities:**

- Maintain National School Lunch Program compliance as it relates to meal programs, student accounts, and meal claims.
- Maintain database for student and staff accounts.
- Maintain confidential database of Food Allergies/Disabilities/Sensitivities
- Administer the computerized Point-Of-Sale Student Meal System.
- Cash handle point-of-sale transactions for breakfast and lunch.
- Train other Cashiers/Monitors/Volunteers on the Point-of-Sale System, and National School Lunch Program compliance and guidelines
- Maintain and make available resource materials for cashiers
- Produce meal participation reports
- Provide excellent customer-facing service
- Design and maintain a compliant "Crash System" for Point-of-Sale system loss of power or connectivity
- Provide support to other sites and troubleshoot issues as needed
- Provide quality within the nutrition services by utilizing the MEAL approach of monitoring evaluation, accountability, and learning to report necessary data needed to ensure and compliance at sites.

## **Education Requirements:**

High School Diploma, some higher education preferred. Work experience will be considered.

## **Physical Requirements**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards
- Must be able to travel by car about 25% of time.
- Have access to reliable transportation and able to drive a car as needed for work assignments.
- Must be able to sit in office 8 hours per day
- Must be able to lift up to 25 lbs.
- Must be able to use computer and other software programs to enter data about 8 hours per day.

## **COMMITMENT TO SOCIAL JUSTICE**

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be “Faithful Listeners” and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that “God is Found in Everyday Activities” we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe “Loving Relationships” means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

## **Holy Family Institute is an Equal Opportunity Employer**