

# San Diego Community College District

## NANC JOB DESCRIPTION

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**Job Code:** N1190

**Original Date:** 03/2003

**Last Revision:** 04/2018

**Staff Type:** NANCE

**FLSA status:** Non-Exempt

**Title:** Concessionaire

**Unit:** Non-Academic/Non-Classified Service

### **FUNCTION:**

Under the direction of an assigned supervisor, perform routine duties of a food station or satellite; maintain food service facilities in a safe, clean, and sanitary condition; perform cashier and clerical duties.

### **DESIRABLE QUALIFICATIONS:**

Knowledge of food handling procedures, safety and sanitation practices, and cashiering policies and procedures. Ability to take customer food orders; operate cash registers; make simple arithmetic calculations; read, write, and communicate with a wide range of people; work independently without direct supervision; understand and follow oral and written directions; work cooperatively with others; and meet the public with courtesy and tact.

All food handlers are required by San Diego County Code to possess either a valid food handler card issued by a county-authorized food handler training school or a County of San Diego food handler test administered by the current food safety manager who has passed a state-approved food safety certification exam.

### **TYPICAL DUTIES INCLUDE:**

- Take customer food orders.
- Accept payment from customers and make change as necessary.
- Balance receipts and payments in cash registers.
- Maintain food service facilities in a safe, clean, and sanitary condition.
- Take physical inventories of food stations or satellites; stock and restock food stations.
- Maintain records.