



# BEMIDJI AREA SCHOOLS

## POSITION JOB DESCRIPTION

REGULAR ROUTINE DUTIES: of Things to Accomplish in Major Job Function	List	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES: What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS: Will You Know the Job is Done?	How
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Note: List each major job function prior to listing of routine duties, skills, and performance standards

8. COMMUNICATE ACCOUNT INFORMATION TO CUSTOMERS			10D		SKILL: OPERATING COMMERCIAL EQUIPMENT	CONFIRMED 8. ACCOUNT INFORMATION WAS COMMUNICATED TO CUSTOMERS	
9. ASSIST IN RECORDING ADDITIONAL INVENTORY NEEDS			5D		PREPARING QUANTITY FOOD	9. INVENTORY WAS PRESENT WHEN NEEDED	
10. ASSIST IN PUTTING THE DELIVERED ITEMS IN THE PROPER STORAGE AREA			5D		READING RECIPES SERVING FOOD EFFICIENTLY AND CONGENIALLY OPERATING COMPUTER	10. ALL ITEMS WERE PROPERLY STORED	