

Job Title: Food Service Cashier
Department: Food Service
Reports to: Food Service Director
Classification: Non-exempt

Summary

Cashiers are responsible for efficient proper maintenance of student/staff lunch account records.

The cashier also processes and maintains records of free/reduced lunch applications for the district.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

- Review and process lunch forms from all buildings and enter them online
- Monitor all meal services to ensure reimbursable meals are counted appropriately, and charged to the correct student and staff.
- Maintain records of donations to student lunch accounts.
- Send letters to parents of children that have exceeded the charging limit.
- Count and track all monies and take to head cashier to be deposited and the end of each shift.
- Work with building admin and counselor's when dealing with unpaid lunch accounts or when issues arise with students not having a meal.

Qualifications

Education/Experience

High school diploma or equivalent

Experience in cash handling and record keeping

Certificates, Licenses, Registrations

None

Skills and Abilities

Language

An individual who holds this position must have the ability to:

Provide clear and complete instruction

Read and comprehend simple instructions, short correspondence and memos in English

Write simple correspondence

Communicate one on one and in small groups

Maintain appropriate relationships with students and coworkers

Computation

Ability to add, subtract multiply and divide and perform those operations using units of American money and weight, volume and distance measurements.

Reasoning

An individual who holds this position must have the ability to:

Comprehend and follow detailed but basic written or oral instructions

Solve simple problems with few variables in stable conditions

Technology

Basic computer skills

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job . Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

An individual who holds this position must have the ability to:

Frequently walk short distances

Continuously stand

Frequently bend or twist at the neck and torso

Continuously grip

Occasionally reach, stoop, kneel and crouch

Frequently lift ten pounds and occasionally lift up to fifty pounds

Frequently use close and peripheral vision

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an

employee encounters while performing the essential functions of this job . Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

While performing the duties of this job, the employee may occasionally work in temperatures that exceed 100 degrees Fahrenheit. The work environment is frequently quite loud; employees may need to raise voices to be heard. There is a greater than average risk of minor burns and cuts.