

**CHARDON LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

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| Title: | ELEMENTARY CAFETERIA MONITOR/CASHIER | File 801 |
| Reports to: | Assigned administrator/supervisor | |
| Job Objective: | Processes cafeteria food transactions. Monitors students during lunch periods. | |
| Minimum Qualifications: | <ul style="list-style-type: none">· High school diploma or GED. Work skills verified by training and/or work experience.· Consistently performs accurate math calculations.· Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.· Documents/maintains a record free of criminal violations that prohibit public school employment.· Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct. <p>Physical Demands: Duties require lifting up to 50 Lbs. and moving materials and performing repetitive tasks.</p> | |
| Essential Functions: | <p>1. Operates the cash register and/or Point-of-Sale (POS) system. Performs ancillary duties that support the effective delivery of quality food services.</p> <ul style="list-style-type: none">· Prepares sales area before food is served. Checks to ensure adequate change is available.· Calculates food bills. Follows district guidelines for personal checks/charges. Ensures money is exchanged correctly and cash is not left unattended.· Protects the privacy of free and reduced-price meal information.· Prepares accurate records. Accounts for all meals served. Reconciles discrepancies. Submits required paperwork on time.· Counts money. Reconciles, prepares bank deposits. Submits records as directed.· Performs cafeteria duties as directed (e.g., fills dispensers, restocks, washes counters/tables, etc.).· Cleans up spills that may contribute to an accident.· Protects district property. Implements procedures to prevent the loss of supplies/equipment. <p>2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.</p> <ul style="list-style-type: none">· Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.· Contributes to an effective working environment. Performs all aspects of the job.· Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.· Keeps an acceptable attendance record and is punctual.· Maintains a professional appearance. Wears work attire appropriate for the position.· Respects privacy. Maintains the confidentiality of privileged information.· Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines. <p>3. Maintains open/effective communications.</p> <ul style="list-style-type: none">· Provides prompt notification of personal delays or absences.· Refers policy interpretation questions to an appropriate administrator.· Seeks clarification when directives are unclear.· Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully. <p>4. Pursues opportunities to enhance personal performance.</p> <ul style="list-style-type: none">· Keeps current with professional standards associated with work duties.· Updates personal skills as needed to use task-appropriate technology effectively. <p>5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.</p> <ul style="list-style-type: none">· Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior or suspected child abuse/neglect.· Manages student behavior using positive behavioral support techniques. <p>6. Performs other specific job-related duties as directed.</p> <ul style="list-style-type: none">· Helps implement workplace initiatives that advance organizational goals. | |
| Performance Evaluation: | Employee performance is evaluated according to applicable law, board policies/regulations, contractual agreements and district administrative procedures. | |

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.