

MAUMEE BOARD OF EDUCATION

JOB DESCRIPTION

Title: **9.04 Head Cashier**

Reports To: Supervisor of Food Service, Principal, Assistant Superintendent,
Superintendent

FLSA Status: Non-Exempt

Qualifications:

1. Minimum age of 18 with a high school diploma or its equivalent.
2. Ability to perform basic math and reading tasks.
3. Ability to stand for extended periods of time.
4. Ability to run a cash register and computer, including being familiar with a Windows operating system.
5. Ability to work successfully in a team relationship with building administrators, teachers, students, school groups, and operational staff.
6. Tolerant and pleasant personality under sometimes demanding work situations.
7. Dress in uniform per negotiated contract.
8. Demonstrate knowledge of the National School Lunch Program and related requirements.
9. Ability to lift a minimum of 30 pounds without assistance
10. Ability to make sound decisions and work without direct supervision.
11. Good health, high moral character, and excellent employment attendance record.
12. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
13. Possess a tolerant and pleasant personality under sometimes demanding work situations.

General Description: Operate computerized cashiering system or cash register, collect monies and make change; keep accurate records of all lunchroom monies. Responsible for participation in the supervision of children during the lunch hour. Assist with cafeteria duties, including cleaning cafeteria tables.

Essential Functions:

1. Set up cashiering area, including cash drawer and needed supplies. Maintain records for free/reduced meals and prepaid accounts on the Point of Sale system or using daily tracking records. Set up, sell, and inventory à la carte items on the service line. Input prepaid monies into appropriate student accounts.
2. Record sales on the Point of Sale system or cash register during the meal service. Count and deposit all monies.
3. Prepare cashier reports. Keep an accurate count of milk and keep milk coolers clean.

JOB DESCRIPTION
Locator Index: 9.04
Head Cashier (Cont.)

4. Assist in the kitchen/cafeteria area when necessary.
5. Assist with monitoring student behavior to ensure proper and safe conduct in the lunchroom.
6. Responsible for ordering milk.
7. All other Food Service-related duties as assigned by the Supervisor of Food Service.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings;
2. Help instill in students the belief in and practice of ethical principles and democratic values;
3. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District and
4. Conduct other tasks related to the head cashier's duties as assigned by the Supervisor of Food Service, Principal, Assistant Superintendent, or Superintendent.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction with escalated children.

7/98
Revised 10/04
11/05
9/06
4/07
9/07
10/08
11/14
3/25