

**PLEASE POST**

**September 30, 2025**

**MAUMEE CITY SCHOOLS**  
**Notice of Operational Vacancy**

**POSITION AVAILABLE:** Head Cashier (9 months per year, 2.5 hours per day)

**INITIAL BUILDING ASSIGNMENT:** Fort Miami Elementary

**MINIMUM QUALIFICATIONS:**

1. Minimum age of 18 with a high school diploma or equivalent.
2. Ability to perform basic math and reading tasks.
3. Ability to stand for extended periods of time.
4. Ability to operate a cash register & computer, including being familiar with the Windows operating system.
5. Ability to operate basic kitchen equipment.
6. Professional tact, diplomacy, and presentation with administrators, staff, students, parents, and the community.
7. Ability to work successfully in a team environment.
8. Ability to make sound decisions and work without direct supervision.
9. Ability to lift a minimum of 30 pounds without assistance.
10. Experience with the National School Lunch Program and/or institutional food service is preferred.
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.

**JOB DESCRIPTION:** See attached (Head Cashier-Locator Index 9.04)

**COMPENSATION:** Wages and fringe benefits are based on the collective bargaining agreement.

**APPLICATION PROCEDURE:**

Complete the application process by following the employment links  
on the Maumee City Schools website: *Maumee.k12.oh.us*.

Applications will be accepted until **3:00 p.m. on Tuesday, October 7, 2025**

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