



Rock Island-Milan School District 41

**JOB DESCRIPTION**

Cashier

**POSITION INFORMATION:**

<b>POSITION TITLE</b>	Cashier
<b>DATE CREATED or AMENDED</b>	December 26, 2024- updated/January 2026
<b>DEPARTMENT</b>	Nutrition Services
<b>LOCATION</b>	District Schools
<b>FULL-TIME/PART-TIME</b>	Part-Time (3 hours per day, split-shift)
<b>APPOINTMENT TERM</b>	176/Days
<b>FLSA: EXEMPT or NON-EXEMPT</b>	Non-Exempt
<b>REPORTS TO: TITLE of POSITION SUPERVISOR</b>	Nutrition Kitchen Manager
<b>OTHER INFORMATION</b>	\$15.86 Per hour

**POSITION SUMMARY INFORMATION:**

*Under the direction of the Kitchen Manager, performs responsible clerical accounting functions at the assigned school kitchen, receiving cash/checks, accounting for all money collected, making bank deposits, and doing related work as required. Provide smooth and efficient operation of the school kitchen and cafeteria and to provide each child with highly nutritious food in an atmosphere of cleanliness, positivity, and care.*

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements below represent the required knowledge, skill, and ability. Reasonable accommodations may enable individuals with disabilities to perform essential functions.*

**Functions and Responsibilities:**

- Cooperates and follows directions and instructions from the Kitchen Manager.
- Understands the requirements for a reimbursable breakfast and lunch while implementing offer versus serve
- Support the kitchen with the inventory of daily supplies.
- Complies with district sanitation standards.
- Assists in the daily cleaning of the kitchen, service area, and cafeteria.
- Assists in the daily operations
- Operates equipment safely.

- Maintains a list system that identifies the eligibility of students to be used in case of a power outage/emergency.
- Balance daily monies and ensure all funds are safely deposited at the appropriate site.
- Maintains the highest standards of safety and cleanliness in the kitchen.
- Other duties as assigned by the Kitchen Manager.
- Supports the Rock Island-Milan School District #41 and imparts a positive image of the District within the schools and community

**Required Education:**

High school diploma or general education degree (GED) or equivalent combination of education and experience.

**Certifications and Licenses:**

Food Handler Certification

**Required Experience/ Qualifications**

Prior experience in food service is preferred

**Required Knowledge, Skills, and Abilities**

- Ability to exercise tact, patience, kindness, and positive attitude with all students and staff.
- Capability to organize time and stay on schedule.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers.
- Demonstrate accuracy, attention to detail, independent judgment, and problem-solving skills to be fully experienced in relation to assigned areas of responsibility.
- Ability to learn the eligibility requirements for free, reduced, and paid meals.
- Ability to operate a cash register and point-of-sale system.
- Demonstrates the ability to support co-workers and work cooperatively.
- Positive interpersonal and communication skills

**Physical Demands/Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgements:**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

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Supervisor Signature

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Date

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Employee Signature

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Date