



SARTELL-ST. STEPHEN PUBLIC SCHOOLS JOB DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Cashier	Department: Food Service	FLSA Status: Non-Exempt
Immediate Supervisor: Director of Food Service (Sec) Food & Nutrition Supervisor (Elem)	Date Created: 1/2011	Date Revised: 12/2017
Union Status: SEIU Union	Pay Grade: Range 1	
Job Summary: The cashier is responsible to accurately process food service purchases, collect and disburse money, and restock inventory. This position must also balance the cash register, prepare reports, and perform general kitchen duties.		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES (The following duties are considered representative of the relative nature and level of the work. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.)

% of Time	Essential Functions:
45%	1. Processes food service purchases by entering charges or cash payments to appropriate accounts, and collects and disburses money accurately. This includes, but is not limited to recognizing reimbursable meals, ala carte purchase and additional purchases, charging appropriately.
15%	2. Monitors student purchases to ensure proper charges, component selection and information provided on student account. If needed, talk with student or consult with head cook on special dietary students.
15%	3. Balances till, detects and corrects errors, prepares reports and prepares daily cash receipts for business office.
10%	4. Restock beverages, condiments and ala carte items as necessary. Notify Head Cook of items that need to be reordered.
10%	5. Clean and sanitize serving area. Assist dishwasher. Attend all district wide food service meetings.
	6. Performs other duties of a comparable level/type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: <u>Minimum education</u> required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma or GED	Major field of study or degree emphasis:		
X	High school diploma			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge in basic math operations to make accurate change • Knowledge of basic computer systems and operation 		
	2nd year graduate level			
	Doctorate level			
Required Work Experience in Addition to Formal Education/Training: No previous experience is required.				
LICENSE/ CERTIFICATION		Identify licenses/certification required:		

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in:
	• Reading, writing, and speaking English proficiently.
	• Effective and proactive communication and organizational skills.
	• Developing and maintaining effective working relationships with supervisors, co-workers, other District staff, students, and members of the public.
	• General keyboarding.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: Employee may be exposed to wet or humid condition hot & cold environments, work near moving mechanical parts and work with a wide variety of chemicals. This positioning in a loud environment approximately 2/3 of the time.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk			X	
Sit		X		
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of

force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 9/2010 by BCC.

Date Board Adopted: 1/2011

