



Whitfield County Schools

1306 South Thornton Avenue, Dalton, Georgia 30721
 wcsqa.net • (706) 217-6780

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Job Title: Head Cashier
Department: Food Service
FLSA Status: Non-Exempt
Retirement System: PSRS

Reports to: Food Service Manager and School Principal

Primary Function:	To assist the food service manager in providing accurate accountability of sales, receipts and transactions in the school nutrition program.
Qualifications:	High School Graduate, ServSafe Certification Preferred
Physical Requirements:	Ability to lift up to 30 pounds
Proficient Skills:	Computer Experience, Money Handling Experience, Customer Service, Experience

Essential Duties
Operate a computerized point of sale accountability system.
Collect money and record transactions for food services program.
Collect and record account prepayments.
Record and monitor customer charges.
Restock napkin and silverware before, during, and after meal periods.
Verify cash counts of other cashiers as directed.
Attend in-service and cashier training workshops.
Assist with dining room clean-up between meal periods as needed.

Assist with product restocking between meal periods as needed.

Other duties assigned by the food service manager.