



Job Description

School Clerk-Cafeteria/Cashier

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 177 Days

Experience Required: None.

Minimum Education Requirements: High School diploma or G.E.D.

Department: Support Staff.

Direct Supervisor: Building Principal.

Primary Work Location: School setting.

Certification: None.

Job Summary: Maintains complete and accurate student lunch records/accounts.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Send accurate numbers for lunch preparation to the cafeteria daily.
- Processes free and reduced lunch applications.
- Collects lunch payments and prepares daily deposits.
- Maintains security of confidential information of student accounts.
- Send notices to parents in a timely manner concerning lunch account status.
- Assists the Building Secretary with answering phones, greeting visitors, sorting mail, and any other light office duties as needed.
- Attend Meetings with Sodexo at the beginning of the school year.
- Assist in the cafeteria with the lunch line- ensuring that students receive a proper meal.
- Assist students with lunch numbers as needed.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Best practices and principles of money collection.
- Analysis and reporting of financial data.
- Administrative and clerical procedures and systems.

Skills

- Mathematics and using mathematics to solve problems.
- Strong written and oral communications and relational skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

Effective Date:



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- Establish and maintain effective working relationships with students, associates, teachers, and parents.
- Effectively welcome and embrace differences among employees and citizens.
- Lift up to 25 pounds.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date