

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	CAFETERIA SITE CASHIER
Department:	School Site
Reports To:	Director, Food Services

SUMMARY:

Performs responsible clerical accounting functions at assigned school cafeterias, receiving cash/checks, accounting for monies collected, making bank deposits, and to do related work as required. This job classification requires accuracy, attention to detail, as well as independent judgment and problem solving skills to be fully experienced in relation to assigned areas of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following information is descriptive and is restrictive as to duties required.)

- * Maintains food service accounting records and transactions
- * Uses Accu-scan machine to read student food cards
- * Issues lunch cards for students
- * Collects, counts and records cash received for food services
- * Maintains food service accounts
- * Posts to accounts, balances such accounts
- * Checks and adjusts irregularities
- * Prepares reports related to food service operations and activities including cash receipts, meal production, food served, etc.
- * Computes, verifies, balances and adjusts accounts, records data requiring independent judgment based on established procedures and policies. Sells meal tickets, making appropriate change and maintains accurate records. Receives free/reduced meal applications
- * Checks for completeness and accuracy of information
- * May assist with serving in collaboration with processing student lunch purchases
- * Perform other related duties as assigned

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). One-to-three year's general office work. Some previous experience performing cashiering work is highly desirable.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Valid California Drivers License.

OTHER SKILLS and ABILITIES:

Ability to operate a personal computer and related software, Accu-scan machine, cash registers, 10-key adding machine, calculator, copier and other office machines. Ability to interact positively with school and community. Ability to communicate clearly and concisely, both orally and in writing. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently sit, stand, and walk for extended periods; reach with hands and arms; stoop to pick-up or move objects. The employee will repeat the same hand, arm or finger motion such as when typing. The employee is continuously required to interact with public and staff while meeting multiple demands from several people. The employee must occasionally lift and/or move up to 10 pounds such as supplies of copier paper. Specific vision abilities required by this job include close vision, such as to read written or typed material. Normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a lunchroom and kitchen environment; working in an environment with constant noise; daily contact with staff and the public.