

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: High School Computerized Lunch Sales

QUALIFICATIONS:

1. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School graduation including courses in bookkeeping, accounting, business English, mathematics, and computer application.
3. Experience in accounting or bookkeeping, or demonstrated competence in tasks assigned.
4. Demonstrated competence in the use of business machines.
5. Such alternatives to the above qualifications as the Board may find appropriate and

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REPORTS TO: Director of Food Service

JOB GOAL: To assist in the financial accounting of food service computerized lunch and point of sale operations.

PERFORMANCE RESPONSIBILITIES:

1. Enters money into student's accounts for computerized lunch sales.
2. Updates and maintains student accounts.
3. Prepares accurate daily and monthly reports for Food Service Director, counts money and prepares and makes daily bank deposits.
4. Maintains a working knowledge of food service computers and points of sales.
5. Promotes good public relations with student, faculty, staff and parents.
6. Maintains knowledge and confidentiality of free and reduced records.
7. Such other duties as directed by the Food Service Director.

TERMS OF EMPLOYMENT: Approximately August 10th-June 15th - 8 hours daily

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities)

10/21/04