

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Tickets-Cashier (Elementary)

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 diploma or GED.
- 3. Regular attendance.

REPORTS TO: Kitchen Manager

JOB GOAL: Serve students and staff in a pleasant, efficient, and sanitary manner.

PERFORMANCE RESPONSIBILITIES:

- 1. Follows oral or written directions
- 2. Count money and make accurate change.
- 3. Maintains confidentiality of processed information.
- 4. Prepares daily and monthly food service reports, such as financial, lunch participation, milk and ala carte purchases as required by the food service director.
- 5. Submits money daily to building secretary for deposit.
- 6. Maintains good public relations with students, parents, and staff.
- 7. Maintains complete and accurate records necessary for state and federal regulations.
- 8. Monitors trays for meal components.

TERMS OF EMPLOYMENT: Nine month year. Salary established by the Board.

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.)

