St. Helens School District
Job Description

# CASHIER

**Reports To:** Nutrition Manager
**FLSA Status:** Non-Exempt

## JOB SUMMARY

This position handles all tickets or sale of lunches, maintains records of sales, bank statements and monthly reports required by the nutrition program.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Set-up cash register and computer for student lunch processing; processes lunch and breakfast tickets maintaining accurate records.
2. Accurately deposits funds in student meal accounts.
3. Prepares sack lunches for students assigned to detention.
4. Set-up and take down salad bar and soup cart including stocking, making salad dressing and sandwiches, restocking, cleaning and putting items away.
5. Prepare and track student charge slips.
6. Reconcile daily tickets and funds using district computer program.
7. Deposits funds received with the office.
8. Work cooperatively with the Kitchen Manager and other kitchen personnel assisting as requested.
9. Clean kitchen and cafeteria area(s).
10. Prints meal reports for District office.
11. Contacts parents regarding student meal accounts.
12. Checks hot bar temperature to ensure food safety.
13. Reports safety, sanitary and fire hazards immediately to supervisor.
14. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
15. Maintain appropriate certifications and training hours as required.
16. Comply with applicable District, state, local and federal laws, rules and regulations.
17. Interacts thoughtfully and courteously with students, staff and community.
18. Attend work regularly and is punctual.

## MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Washes cafeteria tables and chairs.
2. Attend staff meetings.
3. Back up other kitchen staff.
4. Operate kitchen equipment.

## SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

## QUALIFICATIONS

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 Diploma (GED) and three months related experience and/or training or equivalent combination of education and experience. Prior experience in food service strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, comprehend and interpret simple instructions, safety rules and operating instructions. Ability to write routine reports and correspondence. Ability to verbally respond to common inquiries from students and staff.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to perform basic math skills involving monetary units.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to enter data accurately.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to be highly organized and efficient in an environment that requires strict adherence to a schedule.
- **Certificates, Licenses, Registrations:** Must have or be able to obtain a valid CPR/First Aid card and an Oregon Food Handler card.

## 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 is regularly required to talk or hear. The employee is frequently required to walk; stand; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision.

**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.

The work environment is a school cafeteria/kitchen. The noise level in the work environment is usually moderate, but occasionally high. The employee is regularly exposed to wet or humid conditions.

## OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA Prepared Date: April 2009

I have read and understand this job description.

**Signature:** **Date:**

_____ _____