

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

CASHIER

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DESCRIPTION:

Directly responsible to the School Safety Coordinator and working with guidance from the Nutrition Service Account Clerk, collects money and keeps records of daily sales for the Food Service Program in order to support a safe and orderly environment for students and staff. Performs other related work as directed

ESSENTIAL JOB
FUNCTIONS:

1. Processes students through the lunch line, records sales, collects money and makes change
2. Accurately counts and reconciles lunch money, accounts for daily sales, and forwards the money and the record of sales to Nutrition Services
3. Records and reports records of free, reduced, and paid lunches
4. Maintains confidentiality of free and reduced students and families
5. Maintains and keeps current the New Student Meal Roster
6. Notifies students and/or parents, when necessary, regarding the status of student's meal accounts
7. Interacts positively with students, staff and other members of the school community
8. Assists with special meals as needed
9. Notifies Nutrition Services when the computer system is down
10. Reports all safety, sanitary, and fire hazards to their supervisor
11. Communicates and works cooperatively with sites and co-workers
12. Attends trainings and meetings as directed
13. Performs other related duties as directed

MINIMUM
QUALIFICATIONS:

Requirements:

- None

Knowledge of:

- Basic math and financial reconciliation techniques
- Cash handling procedures

Ability to:

- Work cooperatively with others
- Understand and carry out oral and written directions
- Communicate effectively, both orally and in writing
- Perform simple and repetitive tasks
- Perform duties according to demanding schedules and timelines
- Operate a computer, printer and 10-key

EXPERIENCE:

Required:

- None

Desired:

- Prior employment where duties included making cash transactions, keeping simple records and filing
- A valid Food Handler's Card

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Possible exposure to hot and cold working conditions
- Exposure to loud noise levels
- Working closely with a large number of children
- May work in a small area

Physical Demands:

- Lifting, carrying, pushing and pulling objects as assigned by position
- Hearing and speaking to exchange information
- Sitting for extended periods of time