CLASS TITLE: CASHIER

DEFINITION: Under general supervision, performs work of routine difficulty in processing cash receipts from school cafeterias; performs related work as required.

EXAMPLE OF DUTIES:

- Obtains food service funds from vault
- Puts in order for day's work
- Sorts cash and receipts in listing order
- Counts currency and totals checks for each school and lists proceeds on cash reporting sheet
- Processes change through coin counting machine
- Verifies currency and coin receipts for deposit slip
- Sorts, endorses and lists checks for deposit slip
- Totals cash listed on each school sales slip and verifies with bank deposit slip
- Prepares reconciliation sheet
- Lists cash shortage or overage
- Prepares bank deposit
- Handles collection of returned items
- Supervises assistant cashier

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to completion of coursework in bookkeeping; one year of bookkeeping or cashier experience which included simple maintenance of fiscal records and the handling of cash..

Knowledge of:

- Methods of handling, receiving and maintaining records of money received
- Modern office methods and procedures and of the equipment used in processing cash

Skills in:

- Making rapid and accurate arithmetic calculations
- Understanding and effectively carrying out oral and written instructions
- The use of adding and posting machinery, coin sorting machine and related office equipment
- Basic arithmetic computations
- General office work

Ability to:

- Establish and maintain effective working relationships with others