

TITLE: Cashier

QUALIFICATIONS:

1. High School diploma
2. Required physical and TB test
3. Demonstrated aptitude or competence for assigned responsibilities – Technological Skills Required
4. Such alternative to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Food Service Director

JOB GOAL: To collect the money from each customer and to maintain accurate accounting records

PERFORMANCE RESPONSIBILITIES:

1. Collect money daily from students and employees for breakfast and lunch accounts.
2. Enter receipts in the breakfast/lunch software program daily.
3. Assume the clerk responsibilities for the lunch line.
4. Determine whether the breakfast/lunch is reimbursable.
5. Verify money collected with deposits.
6. Take deposits to the bank daily or as required.
7. Run breakfast & lunch reports daily and monthly.
8. Print letters to parent/guardians of students who are approaching or have negative balances.
9. Make phone calls to the guardians/parents of students who have negative balances.
10. Oversee the individual student and staff accounts.
11. Other duties as assigned.

TERMS OF EMPLOYMENT: Per Board Policy

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel by the Food Service Director.

Adopted: September 17, 2007