

SCHOOL LUNCH CASHIER

GENERAL STATEMENT OF DUTIES: Receives and accounts for money collected for school lunches; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves the collection of money for school lunches. A cashier is responsible for an accounting of monies received and the keeping of related records. In addition to cashiering duties, the incumbent may be required to act as a Food Service Helper or School Monitor. Direct supervision is received from the cook-manager or other school official.

EXAMPLES OF WORK: (Illustrative only)

- Collects payments for student lunches;
- Supervises the collection of cash from all school lunch sales;
- Sorts and rolls money;
- Prepares itemized deposit slips and deposit receipts;
- Records cash receipts and balances cash book;
- Prepares bank reconciliations;
- Compiles periodic reports of transactions;
- May be required to operate cash register;
- May be required to assist with the preparation and serving of food;
- May be required to assist teachers in supervising recreation and lunch periods.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of business arithmetic; ability to accurately handle money; ability to understand and follow simple oral and written instructions; ability to get along well with others, especially children; ability to write legibly; clerical aptitude; mental alertness; neat appearance; tact; courtesy; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school; or any equivalent combination of experience and training.