

4/3/97

Revised 1/29/02

SCHOOL LUNCH CASHIER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the collection of money and tickets for school meals. A School Lunch Cashier is responsible for 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. The work is performed under the supervision of a higher ranking employee. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Handles tickets for free and reduced-price lunches as required;
Records student meal participation on rosters, which includes recording pre-payments received for meals as required;
Collects payments for meals and ala carte items;
Completes daily cashier's report and balances cash drawer;
Sorts and rolls money;
Prepares itemized deposit slips for lunch program;
May be required to operate cash register;
May be required to assist with clean up and the preparation and serving of food.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of basic 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;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma; or
- (b) Two years of experience in a position involving the handling of money and making change.