

## SCHOOL DISTRICT OF JACKSON COUNTY

### JOB DESCRIPTION

#### CASHIER

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Experience with calculator and cash register preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work accurately at a fast pace. Skill in counting and making change. Skill in operation of calculator and cash register. Skill in communicating effectively in noisy surroundings. Ability to work harmoniously with students and other school personnel. Skill in basic math (addition, subtraction, multiplication and division) and accounting, bookkeeping and record-keeping procedures.

**REPORTS TO:**

Cafeteria Manager

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| <b>JOB GOAL</b> |
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| To collect, record, and make change on the food service line in an accurate and efficient manner. |
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**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- (1) Collect monies from students and other school personnel in lunch line providing friendly and efficient service while operating the cash register and making change.
- (2) Conduct advance sales for meals.
- (3) Count and verify monies collected with register tape using calculator where needed.
- (4) Record free, reduced and prepaid meals served and carry over information on absentees.
- (5) Prepare daily participation report.
- (6) Check trays in lunch line for appropriate amount and type of food.
- (7) Have available the correct amount of change for the following day.
- (8) Use effective, positive interpersonal communication skills.
- (9) Perform other incidental tasks consistent with the goals and objectives of this position.
- (10) Other duties assigned by the immediate administrator or supervisor.

**PHYSICAL REQUIREMENTS:**

Medium Work: exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**Board Approved April 20, 1998  
Amendment Board Approved April 15, 2003**

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**CASHIER (Continued)**

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade minimum wage - 9  
10 months  
Variable hours

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Board Approved April 20, 1998  
Amendment Board Approved April 15, 2003**