

SCHOOL CITY OF WHITING

Position Title: Food Service Cashier
Reports To: Director of Food Service

Department: Cafeteria
Pay/Benefits: See support staff handbook

PURPOSE OF POSITION:

Operates POS register, accurately receives and records all student and staff meal transactions.

QUALIFICATIONS:

- High school diploma or equivalent
- Experience in cash handling
- Must have working knowledge of basic math applications and computation skills
- Ability to work with students, faculty, staff in a diplomatic, friendly and efficient manner

RESPONSIBILITIES:

- Collects money in correct amounts for all meals and ala carte sales
- Prepares monies for next day operations
- Stores cash safely in cash box
- Records balance, sales and maintains required forms and records
- Compiles records and stats in meals served by category
- Accurately reports paid, free and reduced-priced meals everyday
- Maintains a list of student's eligible for free and reduced priced meals and makes changes as needed
- Assist in cleaning and maintaining kitchen facilities
- Follow standards of safety in preparing, storing and serving food
- Relates and communicates positively with students and school staff
- Perform other duties as assigned by the Director of Foodservice which are consistent with the general requirements of this position

PHYSICAL REQUIREMENTS:

- Requires physical exertion to manually move, lift, carry push or pull heavy objects or materials up to 30 pounds
- Requires stooping, bending and reaching
- Requires prolonged sitting or standing on hard surfaces
- Must work in and around cleaning chemicals, solvents and disinfectants
- Must be able to withstand excessive noise and high temperatures
- Must maintain appropriate levels of personal hygiene and sanitation guidelines
- Must enjoy children of all ages
- Must comply with district, state and federal policies and regulations
- Requires regular attendance and/or physical presence at the job