

**WESTLAKE CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** CASHIER

**File 302**

**Reports to:** Assigned administrator/supervisor

**Job Objective:** Operates the cash register or Point-of-Sale (POS) system.

**Minimum Qualifications:**

- High school diploma. Work skills substantiated by training and/or relevant work experience.
- An acceptable score on a pre-employment skill test may be required.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.
- Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Meets all mandated health screening requirements.
- Respects privacy and maintains the confidentiality of privileged information.
- Works effectively with limited supervision.

**Essential Functions:**

**Handles food purchase transactions and ancillary duties that facilitate the effective delivery of food services.**

- Works effectively with limited supervision. Performs tasks efficiently to meet deadlines.
- Prepares sales area before food is served. Ensures adequate change is available.
- Calculates food bills. Follows district guidelines for personal checks/charges. Ensures that money is exchanged correctly and cash is not left unattended.
- Uses the list provided by the Food Service Supervisor to verify free and reduced-cost meals.
- Accounts for all meals served. Prepares a separate record of charges collected. Records unpaid charges at the end of each day. Reconciles shortages.
- Counts/wraps money. Prepares/makes bank deposits. Submits records as directed.
- Performs cafeteria duties as directed (e.g., fills dispensers, picks up trash, restocks vending machines, sweeps floors, washes counters/tables, etc.).
- Cleans up spills and deals with other conditions that may contribute to an accident.
- Learns how to operate fire/safety equipment.
- Reports to a supervisor personal injuries that require treatment.

**General Duties:**

**Exemplifies professionalism and fosters goodwill to enhance the district's public image.**

- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Strives to develop rapport and serve as a positive role model for others.
- Supports community participation in school-sponsored activities.
- Takes the initiative to perform routine tasks independently.

**Maintains open/effective communications.**

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to appropriate administrator(s).
- Seeks clarification when expectations are unclear.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy and exercises self-control when dealing with other individuals. Respects diversity.

**Pursues opportunities to enhance professional performance.**

- Cross-trains with other food service staff. Attends meetings/in-service programs as directed.
- Keeps current with technology and other skills associated with work assignments.
- Works toward mastery of individualized development/performance goals as directed.

**Takes precautions to ensure safety.**

- Intervenes to prevent/stop bullying and/or inappropriate student behavior.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Upholds the student conduct code. Maintains high expectations for appropriate student behavior.
- Watches for situations that may indicate a problem. Helps supervisors manage/eliminate risks.

**Performs other specific job-related duties as directed.**

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

**Working  
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or prolonged standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks for prolonged periods.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working in proximity to moving mechanical parts.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Westlake City School District.

The Westlake City School District is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

**Revised:** June, 2011