



Whitfield County Schools

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School Nutrition Head Cashier

DEPARTMENT: Operations - School Nutrition

REPORTS TO: School Nutrition Manager

SALARY SCHEDULE: School Nutrition
Head Cashier

FLSA STATUS: Non-Exempt

CONTRACT TERMS: 185 Days

APPROVED (HR): July 2022

REVISED (HR): July 2022

SUMMARY: Under the direct supervision of the School Nutrition Manager with guidance from the School Nutrition Department. The Head Cashier is responsible for providing accurate accountability data of all sales, receipts, and transactions. The Head Cashier is also responsible for collecting Free/Reduced applications and submitting them to the School Nutrition Office. The Head Cashier oversees the collection of debt incurred by students that participate in all school nutrition programs.

SUPERVISORY RESPONSIBILITIES: Under the guidance of the SN Manager, the Head Cashier will oversee the back-up cashier(s) within their school site. Performs supervisory responsibilities in accordance with the Whitfield County School System's policies and applicable laws.

QUALIFICATIONS:

The incumbent must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position.

PERFORMANCE FUNCTIONS
ESSENTIAL FUNCTIONS (Other Professional Duties May Be Assigned)
Assist the SN Manager with supervising and training school nutrition cashiers to ensure adherence to local, state, and federal guidelines.
Efficiently and accurately operate a computerized point of sale (POS) system.
Communicate overdue charge balances to the SN Manager.
Must be able to identify a reimbursable meal as defined by the USDA.
Must be proficient with cash handling and verify cash counts of other cashiers as needed.
Must compile daily deposits within the guidelines provided by the financial institution and the SN Department.
Responsible for verifying the accuracy and completeness of free/reduced lunch applications before submitting them to the SN Office.
Responsible for completing all annual training requirements as assigned.
Must have great customer service and communication skills, both orally & written.
SECONDARY FUNCTIONS (Other Professional Duties May Be Assigned)
Must be familiar with all SOP's, HACCP, and Health Department regulations.
Responsible for department sanitation.
Responsible for food quality and safety.

KNOWLEDGE, SKILLS & ABILITIES:

May require:

Knowledge of personnel management and training; nutrition and nutritional value of foods; food handling and preparation; customer service; safety and sanitation; cash management; and all other related and established policies and procedures.

Skills in effective oral, written and interpersonal communication; food preparation and disposal; inventory and ordering of food service supplies; identification of equipment problems; submitting service requests; time management; record keeping; basic mathematical skills.

Ability to use or learn technology for a variety of purposes; demonstrate proficiency in: Google Drive, Microsoft Office and email as well as navigate online platforms; establish and/or implement sanitary practices for food handling; general cleanliness and maintenance of kitchen and dining areas; meet and follow all safety regulations; maintain confidentiality; prioritize assignments; multitask; read and follow directions; lift 40lbs; stand for long periods of time (4 hours or more) without breaks.

EDUCATION AND/OR EXPERIENCE:

High school diploma or GED equivalent required.

Preferred previous customer service experience.

Preferred 1 year of cash handling experience.

CERTIFICATES, LICENSES, PERMITS:

ServSafe Certification is preferred.

Must complete 6 hours of training annually.

Should have previously completed the ONE (Orientation for Nutrition Employees) course or complete it within 1 year of hire.

PERFORMANCE FACTORS:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three-dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Hearing: Ability to receive detailed information through oral communication and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given

relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate business decisions.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.