

USD 416 Work Agreement

Cashier

TITLE: Cashier

PURPOSE AND OBJECTIVES OF THE POSITION: The Cashier collects meal payments and provides financial reporting services to ensure efficient operation of the food service program. To accomplish these tasks the Cashier must work closely with the staff and administration of the District.

.RESPONSIBLE TO: Head Cook

PAYMENT RATE: Salary and benefits as established by the Board of Education

ESSENTIAL JOB FUNCTIONS:

1. Ability to collect meal payments and provide financial reporting services to ensure efficient operation of the food service program.
2. Ability to ensure all activities conform to District guidelines.
3. Ability to communicate and work effectively and cooperatively with members of the school district and community.
4. Ability to react to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned.
5. Ability to work to implement the vision and mission of the District.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Demonstrated aptitude for successful performance of the tasks listed.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made). Must maintain current **TB** testing as required by Health Department regulations.
3. Ability to lift 30 pounds.

4. Desire to continue career improvement by enhancing skills and job performance.

JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

(Place(s) where work is performed): school kitchen

1. Requires prolonged sitting or standing.
2. Requires stooping, bending, kneeling, reaching, and turning.
3. Must work in noisy and crowded environments, with numerous interruptions.
4. Must work in and around fumes and odors.

CRITICAL SKILLS/EXPERTISE (Needed for this job specifically):

1. Ability to sell meal tickets at prescribed times in assigned school.
2. Ability to take money and tickets during breakfast/lunch periods. Keep records of paid, free, and reduced students, and maintains a required system of accountability. Bank deposits are to be prepared daily.
3. Ability to maintain required forms and records as assigned.
4. Ability to assist in production and clean up as directed.
5. Ability to work in a pleasant, cheerful manner to make school meals a happy learning time for all students. Attend meetings and job-related training classes and workshops for learning and exchange of ideas to make the breakfast and lunch programs successful.
6. Ability to observe and follow all school district policies at all times.
7. Ability to respond to information requests in a cooperative, courteous, and timely manner.
8. Ability to keep student information and records confidential.
9. Ability to implement and observe all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
10. Ability to perform other tasks and assume other responsibilities as directed by the Principal and Head Cook.

TERMS OF EMPLOYMENT: At will.

EVALUATION: Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.