



Job Title: **Cashier**

Department: **Secondary Schools**

Supervisor: **Nutrition Manager**

Lane Placement: **ESP Lane 1**

Schedule: **Hrs Vary/180 days** Evaluation Group: **JCES 8**

FLSA Classification: **Non - Exempt**

### **JOB DESCRIPTION**

Under the supervision of the school nutrition manager, the Cashier monitors point of service for accuracy, counts lunch money and reconciles with tray counts.

### **ESSENTIAL FUNCTIONS**

- Reconciles money received with tray counts. Responsible for a substantial amount of cash.
- Counts money, as directed by the lunch clerk, following correct accounting procedures.
- Monitors trays in ensure tray has correct components for a reimbursable meal and complies with Federal guidelines.
- Assists nutrition manager as needed.
- May wipe tables and replenish cafeteria supplies.
- May substitute as lunch clerk, if needed.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Must acquire and maintain a current Food Handler's permit.
- No prior work experience is required.
- Requires references demonstrating personal integrity and dependability.
- Must demonstrate competence in reading, writing and math.

- This position requires proficient use of mathematics (e.g., counting, addition, subtraction, multiplication, division).
- Incumbent must be attentive to detail and accuracy.
- Must have good interpersonal skills, relating cooperatively with parents, students, and staff. Must work quickly and accurately to meet daily deadlines.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Requires ability to lift a minimum of ten (10) pounds.
- Must be able to stoop, bend, reach, and twist.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.  
 It is the employee's responsibility to review and adhere to all district policies and procedures.  
 This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/9/2020