

ANTELOPE ELEMENTARY SCHOOL DISTRICT
Position Description

POSITION: Lunchroom Cashier

TERMS OF EMPLOYMENT: Range 1, 10 months/year

REPORTS TO: Food Service Manager

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- First Aid and CPR certification desirable.

GENERAL SUMMARY

Under general supervision, matches students and staff to their identification number as they pass through breakfast or lunch lines charging them appropriately. Reminds students and staff of debts owed to the cafeteria. May hand out billing envelopes to remind students and parents of amounts owed. Performs other duties related to this job description.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- With a high degree of accuracy, scans the names of students in cafeteria computer.
- Takes and applies payments to cafeteria accounts.
- Reminds students and staff of debts owed to cafeteria.
- Enforces the school rules concerning proper behavior of students.
- Maintains a firm, but respectful and courteous attitude towards students.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Ability to use computer and calculator .
- Ability to be highly accurate with payments and application of data entry into the computer system.
- Knowledge of fiscal record keeping practices and general bookkeeping procedures.
- Skill in interpreting the rules and regulations that applies to the school lunch program.
- Ability to establish and maintain effective working relationships with others.

WORKING CONDITIONS

- Light to moderate physical effort; sitting at a computer terminal for extended periods of time.

ENVIRONMENTAL CONDITIONS

- Primarily an indoor cafeteria environment.

CONTACTS

- Daily contact with students, teachers, school and District staff employees.
- Occasional contact with parents and community members.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Board Approved: 1/10/06

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