

## SCHOOL LUNCH CASHIER

**GENERAL STATEMENT OF DUTIES:** Receives and accounts for money collected for school lunches; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the collection of money for school lunches. A cashier is responsible for an accounting of monies received and the keeping of related records. In addition to cashiering duties, the incumbent may be required to act as Food Service Helper or School Monitor. Direct supervision is received from the cook-manager or other school official.

**EXAMPLES OF WORK: (Illustrative Only)**

- Collects payments for students lunches;
- Supervises the collection of cash from all school lunch sales;
- Sorts and rolls money;
- Prepares itemized deposit slips and deposit receipts;
- Records cash receipts and balances cash book;
- Prepares bank reconciliations;
- Compiles periodic reports of transactions;
- May be required to operate cash register;
- May be required to assist with the preparation and serving of food;
- May be required to assist teachers in supervising recreation and lunch periods;

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Good knowledge of business arithmetic; ability to accurately handle money; ability to understand and follow simple oral and written instructions; ability to get along well with others, especially children; ability to write legibly; clerical aptitude; mental alertness; neat appearance; courtesy; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Graduation from high school; or any equivalent combination of experience and training.