

SENIOR FOOD SERVICE CASHIER

DISTINGUISHING FEATURES OF THE CLASS: This is repetitive but exacting clerical work within a school lunch program involving responsibility for the collection and depositing of money. The work differs from that of a Food Service Cashier by an added responsibility for the daily collection of cash and cash reports of all registers in a multi-register school, the banking of cash and the preparation of a monthly cash report, and by a minimal participation in Food Service Helper duties. The work is performed under general supervision within established procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects cash and operates cash register;
Keeps records at point of sale for items sold;
Counts, rolls and wraps money;
Prepares cash report at end of day for assigned cash register;
Collects cash and daily cash reports for all other registers in a multi-register school and prepares daily total bank deposit for the school;
Prepares end of the month cash report for each register in a multi-register school;
Tabulates daily total meal counts, per category based on regulations, from all registers and prepared daily meal count recap for the site;
Maintains free, reduced price, and advance paid meal rosters for breakfast and lunch for all students in these categories;
Programs cash register department keys for price changes and/or maintains computerized point-of-sale service system for student meal accounts;
May assist in assembling food and cleaning service and preparation area;
May deposit total cash in local bank account.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of basic arithmetic; ability to accurately handle sums of money and maintain records of cash receipts and deposits; ability to understand and carry out simple oral and written instructions; ability to interact well with students parents, and other school staff.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and six (6) months of cashiering experience.

NOTE: Academic or vocational training, office clerical or food service experience may be substituted for high school education on a year-for-year basis.