

WILLCOX UNIFIED SCHOOL DISTRICT NO. 13
480 NORTH BISBEE AVENUE
WILLCOX, ARIZONA 85643

JOB DESCRIPTION

TITLE: Food Service Cashier

QUALIFICATIONS:

- High school graduate or equivalent.
- Ability to operate cash registers and computers.
- Knowledge of proper cash handling and security.
- Basic knowledge of bookkeeping.
- Cooperative and tactful.
- Ability to work with and relate to children.
- Demonstrate aptitude or confidence for assigned responsibility.
- Excellent human relation skills.
- Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Food Service Supervisor

JOB GOAL: To accept lunch tickets, keep records and prepare deposits in an orderly manner to facilitate the efficiency of the school lunch program.

PERFORMANCE RESPONSIBILITIES:

Responsibilities shall include but not be limited to the following:

- Sell lunch tickets to students and adults on a daily/bi-weekly basis.
- Take tickets or cash for lunches during the school's lunch period.
- Keep numerical record of all tickets.
- Reconcile cash receipts and prepare cash deposit each day and prepare daily report form.
- Help maintain orderly lunch line.
- Sell A La Carte items after all trays have been served.
- Prepare food items as needed.
- Operates a variety of kitchen utensils.
- Cleans and sanitizes work areas and equipment
- Put napkins and condiments on trays.
- Train substitutes for the position.
- Elementary school only: Distribute tickets to classrooms each day and keep record of students who have charged lunches and send out charge notices to parents daily, if needed.
- Perform such duties as assigned in accord with school district needs by the superintendent or immediate supervisor.

PHYSICAL TASKS:

- Requires full range of body motion including walking, bending, kneeling and stooping.
- Requires medium lifting 30 or more pounds.
- Requires daily prolonged physical activity such as standing, walking and lifting.
- May require operation of small tools or equipment.
- Requires hearing and vision (corrected) in normal range necessary to perform required tasks.

TERMS OF EMPLOYMENT:

- The school year, one day before school starts and one day after school ends.
- 10 sick leave days per year
- 2 personal leave days per year
- Grade 3 as per classified salary schedule

EVALUATION:

- Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of support staff (GDO).

APPROVED BY: _____ . DATE: 11/99
Superintendent

REVIEWED AND
AGREED TO BY: _____ . DATE: _____
(Incumbent)