

CAFETERIA CASHIER

JOB SUMMARY

To provide assistance in the food service program by accounting for meals and revenues.

QUALIFICATIONS

- High school diploma (or GED)
- Ability to operate computer/point of sale
- Must be able reconcile accounting reports
- Such alternatives to the above qualifications as the Director of Schools/Assistant Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Cafeteria Manager/Child Nutrition Supervisor
- Account for daily point of sale activity
- Compile reports for auditing purposes
- Make daily bank deposits
- Follow the meal charge policy
- Maintain the Free and Reduced database
- Assist in preparation of menu items and prepare cafeteria service area as directed by Cafeteria Manager
- Responsible for knowing and following the safety rules and proper procedures associated with the responsibilities of the job as provided by the Cafeteria Manager/Child Nutrition Supervisor
- Attend, when possible, all classes and conferences for food service
- Follow proper personal hygiene procedures that are necessary for the safe and sanitary handling of food
- Follow sanitation and health regulations
- Perform other duties as assigned by the Cafeteria Manager, Child Nutrition Supervisor, or Assistant Director/Director of Schools