

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> Cashier	<b>Department:</b> Nutrition Services	<b>Unit:</b> Nutrition Services
<b>Immediate Supervisor:</b> Kitchen Manager	<b>Grade Placement:</b>	<b>FLSA Status:</b> Non-Exempt

#### Job Summary:

Under the direction of the Nutrition Services Program Supervisor and guidance of the Kitchen Manager, the Cashier is responsible supporting and assisting Kitchen Manager in training new kitchen personnel in the operation and use of the Point of Sale equipment, software and processes. Performs the duties associated with Cashier functions and job requirements.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operates point of sale software and performs cashier duties including:
  - Performs start-up at the beginning of the school year with Kitchen Manager. Attends open house to meet with parents and receipt monies for student accounts. Downloads and updates software and enters monies received at open house
  - Ensures fiscal accuracy of ongoing records of cash, sales and student/staff accounts utilizing POS system. Balances cash drawer at the end of each day. Opens new accounts, as needed.
  - Operates POS during meal service. Monitors adherence to school lunch programs, guidelines for offer vs. serve and special dietary needs of students.
  - Monitors student behavior in meal line during meal service and keeps work areas clean. Checks each student tray for reimbursable meals.
  - Assists Kitchen Manager in year end procedures including generation and completion of reports; final deposit of cash drawers; and processing of refund requests authorized by department.
  - Trains clerks and backups cashiers in the use and operation of POS systems, equipment and procedures. Sets up and takes down or troubleshoots POS units, as needed.
2. Accounts for daily receipts from the lunch, breakfast and milk program. Balances receipts for deposit and prepares deposit slip. Prepares end-of-day cashier report.
3. Communicates with students, parents and teachers regarding the school meal program through district procedures. Contacts parents regarding delinquent accounts and program utilization.
4. Works meal/snack line for breakfast then restocks meal/snack line prior to lunch.
5. Performs ala carte duties, as needed. Sets up and sells ala carte items; cleans up and maintains ala carte equipment; accounts for all ala carte sales and daily receipts.
6. Performs other duties of a comparable level or type, as required.
  - Attends meetings, conferences, seminars or training sessions to keep abreast of current trends in the areas of responsibility.

- Assists with daily stocking and meal service clean up, including dishwashing as needed.
- Attends in-services and daily service briefing.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		<b>Major field of study or degree emphasis:</b>
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		
	2nd year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of state and federal guidelines pertaining to food handling and sanitary guidelines and requirements.</li> <li>• Fundamentals of food production and operations.</li> <li>• Fundamentals of computer operation, uses, and point of sale software.</li> <li>• Fundamentals of basic business math and basic recordkeeping fundamentals.</li> <li>• Knowledge of PCS meal accountability software.</li> </ul>
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 3-6 months prior customer service, food service or closely related experience.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> A valid MN Driver's License. SafeServe required after employment.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Skilled in data entry, keyboarding, touch screen operation.</li> <li>• Ability to perform duties with a minimum of supervision and direction.</li> <li>• Ability to perform detailed tasks with precision and accuracy.</li> <li>• Ability to perform these operations using units of American money and weight measurement, volume, and distance.</li> <li>• Applying and understanding connectivity of POS units and ability to troubleshoot related issues.</li> <li>• Skilled in reconciling cash to computerized print outs</li> <li>• Skilled in using point of sale software and food accounting systems to generate reports and maintain student accounts.</li> <li>• Customer relation skills in dealing appropriately with and interacting with children and staff over issues of accounts.</li> </ul>	

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs				X
Walk		X			Up to 25 lbs			X	
Sit			X		Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell		X							

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Medium Work:**

Exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job .

**HAZARDOUS WORKING CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**

Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Heat generated by stoves, ovens, steam tables and equipment can pose the risk for burns and create warm working conditions. Potential for injury from slippery and wet floors. Repetitive motions of hands can lead to injury. Potential hazards and risks can be minimized through departmental procedures, training and risk management techniques employed by the school district personnel.

## SECTION IV: DISTRICT MISSION AND CORE VALUES

<b>OUR MISSION</b>	<i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world.</i>
<b>CORE VALUES</b>	<p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<b>MISSION OUTCOMES</b>	<p><b>By 2020, all students will...</b></p> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<b>STRATEGIES</b>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<b>STRATEGIC DELIMITERS</b>	<p><b>We will NOT...</b></p> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

## SECTION V: CLASSIFICATION HISTORY AND APPROVAL

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**

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**Date**

**Classification History:**

Created classification description 4/2016 BCC