

Posting

Delavan-Darien School District Educational Support Personnel Position

Posting Date: July 19, 2021

Job Title: Food Service Cashier

Location: District; Phoenix Middle School

Number of Hours per Day: 5.25 hours per day; 26.25 hours per week

Starting Date: September, 2021

Completed Application Materials due by: Until filled

Qualifications: The purpose of this position is to provide cashier support, record-keeping and clerical tasks. Must be able to pass a reading, math, and writing test and become paraprofessional certified in our district.

High School graduate, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

- One year prior bookkeeping experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities
- Knowledge of computers and associated programs
- General office skills
- A Wisconsin motor vehicle operator's license is required.

Bilingual in Spanish is a plus.

Submit your application materials using the WECAN system at the following web address:
<http://services.education.wisc.edu/wecan>. (Review of materials and/or interviews may begin upon receipt of COMPLETE application packets.)

The Delavan-Darien School District does not discriminate in employment on the basis of race, color, age, national origin, religion, sex, or handicap.

JOB DESCRIPTION

Position Title: Food Service Cashier	Department: Administrative Services
Classification: Support Staff	FLSA: Non-exempt
Reports To: Business Administrator	Adopted: August 2020

Purpose of Classification

The purpose of this position in this classification is to provide cashier support, record-keeping and clerical tasks.

Distinguishing Features of the Classification

Positions in this classification are responsible for secretarial and office management support and communications for the food service program. Employees must have a thorough working knowledge of school policies and procedures, and knowledge of school food service. Positions have access to confidential information.

Essential Duties and Responsibilities

- Compose routine correspondence, memos, reports, forms, labels and menu sheets from written and oral instructions. Create reports and correspondence for community outreach programs.
- Collect payments sent to office; collect and provide vending change; update vending cash and merchandise tracking forms.
- Train and support lunch cashiers on meal and data entry systems.
- Enter family deposits into the cashier system.
- Reconcile incoming payments and vending money; prepare and make cash deposits on a daily basis.
- Problem solve issues regarding missed payment, incorrect balances and overdue payments with parents.
- Prepare and conduct automatic phone calls, emails, and mailed correspondence.
- Maintain updated records on student accounts including: students leaving/entering District; correcting mis-charges, write-offs, NSF checks and student refunds.
- Perform registration duties for the new school year.
- Maintain milk break data for the Wisconsin Day Milk Program.
- Maintain District food allergy list.
- Complete annual nutrition/food service training.
- Sort and distribute mail, bulletins, reports and other printed materials. Receive parcel deliveries, prepare outgoing mail and parcels for pick-up.
- Process invoices and requisitions. Prepare and record expense statements, enter purchase orders and reconcile P-cards.
- Order office and other administrative supplies as budgeted and verify orders received.
- Serve as a role model by demonstrating a positive attitude, timeliness, commitment to quality and strong work habits, and support for building/district programs.
- Maintain confidentiality of student and staff information.
- Help to maintain a safe environment by following safety protocols and supervising students in a variety of school environments.
- Complete 6 hours of nutrition/food service training annually per industry regulations.
- Assist Food Service Director and Business Administrator as needed and as time permits.

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Highly qualified Food Service Cashier requires a two-year completion of study at an accredited institution of higher education (48 credits), an associate's degree, or to pass a formal assessment of skill level.

Education and/or Experience

High School graduate, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

- One year prior bookkeeping experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities
- Knowledge of computers and associated programs
- General office skills
- A Wisconsin motor vehicle operator's license is required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to comprehend and interpret a variety of documents including invoices, ledgers, balance sheets, all school forms, requisitions, school handbooks, catalogs, office equipment operating manuals, schedules, lists, directories, service contracts, spreadsheets, activity reports, computer software operating manuals, non-routine correspondence, memos, and attendance and enrollment records.
- Ability to prepare a variety of documents including reports, forms, routine correspondence, announcements, memos and receipts using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to communicate clearly and effectively, both orally and in writing with teachers, students, principals, vendor representatives, delivery personnel, service/repair personnel, parents, law enforcement and community members.
- Ability to use technology to accomplish job responsibilities that may include basic knowledge of Google docs, e-mail, word processing, and spreadsheet software.
- Work positively and collaboratively with all staff, students, parents/guardians and community members to meet the needs of students.
- Contribute to the development and maintenance of positive public relations between DASD and the community.
- Communicate effectively and respectfully with students, using language and tone appropriate to the student and situation.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.

Physical Requirements

- Ability to operate a variety of office equipment including computer terminal, multiple line telephone, fax machine, calculator/adding machine and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry and prolonged periods viewing a computer screen.
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Occasional work in noisy, crowded, stressful environments with numerous interruptions.

Environmental Adaptability

- Ability to work under generally safe and comfortable office conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and disease may cause discomfort and poses a limited risk of injury.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

The Delavan-Darien School District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.