

JOB DESCRIPTION

PRESCOTT SCHOOL DISTRICT NO. 402-37

JOB TITLE: FOOD SERVICE CASHIER – FRONT OFFICE

EXEMPT: YES **JOB CODE:** 0100 23 3000 003
SALARY LEVEL: PER SALARY SCHEDULE (180 DAYS) 9900 51 3000 000
REPORTS TO: BUSINESS OFFICE

PREPARED BY: PATTI JOHNSON **DATE:** JANUARY 21, 2017
APPROVED BY: MR. BRETT COX **DATE:** JANUARY 21, 2017

SUMMARY: Provides and is responsible for the records and receipt transactions related to the sale of school meals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Collect and receipt money for student/adult meals on a daily basis. Enter on a daily basis, the customer's name and amount paid into Skyward.
- Total monies daily and delivers to the business office once a week.
- Maintains a high degree of confidentiality with regard to district-related matters and records.
- Complete OSPI required hours of training per year
- Performs tasks as assigned.
- Attends meetings as requested.
- May serve on building committees
- May attend in-service related activities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- ❖ Successful experience working with children
- ❖ Ability to work independently and to independently learn operations, procedures, processes and use of equipment.
- ❖ Ability to exercise sound, independent judgment, including handling of confidential matters.
- ❖ Ability to keep work organized and carry out duties effectively under pressure.
- ❖ Ability to communicate clearly and concisely, with courtesy and respect.
- ❖ Ability to interact with others in the work environment, including the ability to adapt to new or different conditions. Must be able to multi-task.
- ❖ Ability to be dependable, including good habits in attendance and punctuality.

EDUCATION AND/OR EXPERIENCE: High school diploma or general degree (GED); or one to two years related experience and/or training; or equivalent combination of education and experience. School District experience preferred.

SPECIAL SKILLS

- Ability to operate modern office machines, including copier, computer, FAX and calculator
- Ability to work in WORD and EXCEL
- Make change quickly and accurately

- Establish and maintain effective working relationships with students, staff, parents and the general public

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively with patrons or employees or the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMAND: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The employee is occasionally required to stand, walk, sit and stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.

EVALUATION: In accordance with Board Policy.