

Goleta Union School District

Food Service Cashier

Basic Function

Under the direction of the Head of Food Services, collect money for food service meals and make change accurately; count money received and prepare bank deposit materials; organize and maintain a variety of records and files related to assigned food service operations.

Representative Duties

Collect money for food service meals and make change accurately; mark off rosters as appropriate; expedite the movement of students through lunch lines. E

Sell and collect advance lunch sales fees and maintain related records. E

Organize and maintain a variety of records and files related to assigned food service/cashiering operations and student participation; file daily worksheets and other materials as assigned; maintain and update rosters and free and reduced lunch student lists by classroom. E

Count money received and prepare bank deposit materials; reconcile cash receipts against student participation totals. E

Communicate with teachers regarding ordering sack lunches for field trips.

Notify parents of unpaid balances as assigned.

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Money-handling methods.

Basic math.

Record-keeping procedures.

Interpersonal skills including tact, patience and courtesy.

Ability to:

Collect money for food service meals and make change accurately.

Count money received and prepare bank deposit materials.

Organize and maintain a variety of records and files related to assigned food service operations.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school and some experience handling money.

Licenses and Other Requirements

None

Food Service Cashier

Working Conditions

Environment

Cafeteria environment.

Physical Demands

Sitting for extended periods of time.

Hazards

None