

CASHIER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the collection of money for school lunches. A cashier is responsible for an accounting of monies received and the keeping of related records. In addition to cashiering duties, the incumbent may be required to act as a Food Service Helper. Direct supervision from the cafeteria manager or other school employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Operates cash register; Accepts payments for student lunches; Supervises the collection of cash from all school lunch sales; Sorts and rolls coins; Totals itemized deposit slips and deposits receipts; Records cash receipts and balances cash book; May prepare bank reconciliations; Compiles periodic reports of transactions; May be required to assist with the preparation and serving of food; May clean tables, arrange drains and be responsible for condiment dispensers.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of business arithmetic; ability to accurately handle money; Ability to understand and interpret simple oral and written instructions; Ability to get along well with others, especially children; Ability to write legibly; Clerical aptitude; Mental alertness; Neat appearance; Tact; Courtesy; Good physical condition.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from high school or possession of a New York State equivalency diploma; OR
- B. One year of experience in handling money in a retail establishment involving use of a cash register.

Revised 8/10/88; 6/1/07

Reviewed 11/2/98