

GULFPORT SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Child Nutrition Cashier

Board approved June 18, 2012

QUALIFICATIONS:

1. Knowledge of computer programs and skills which include, but not limited to, Point of Sale, Lunch Box program or equivalent; prior cashier experience a plus
2. Ability to understand and follow oral and written directions
3. Knowledge of money management and proper deposits
4. Pleasing personality, level temperament and enjoy meeting and working with people, especially children
5. High school diploma or GED preferred

SUPERVISES: None

REPORTS TO: Cafeteria Manager

JOB GOAL:

Employees in this classification perform a very important function for the financial condition of the child nutrition department as well as a vital link between the students, parents and staff.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Point of sale processing
2. Collect money and make sure it is processed in the appropriate students' and staff accounts
3. Free and reduced application processing
4. Complete end of day cashier processing
5. Count money, checks, etc. and assist manager with bank deposit tickets
6. Performs other duties as assigned

TERMS OF EMPLOYMENT:

187 days per school year - Uniform required

EVALUATION:

Performance of this job will be evaluated annually in accordance with the evaluation procedure of a classified employee of the Gulfport School District.