

The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent.

Job Title: Kitchen Help: Cashier

Classification: Kitchen Help
Reports to: Food Service Director and/or Principal
Evaluated by: Food Service Director and/or Principal

Job Summary: To provide assistance in the cafeteria in the form of cashiering, cleaning tables, washing dishes, and assisting in any other capacity necessary in the cafeteria. This is a part-time position.

Essential Duties and Responsibilities: The following list of guidelines applies to the operation of the cash register. The cashier's signature acknowledges that the cashier fully understands the regulations and agrees to abide by them.

Hours: Hours will vary

Duties:

1. Organize lunch cards and distribute to elementary wing. Pick up all student deposits.
2. Input all deposits into the computer.
3. Make any new cards as needed.
4. Send out alert now once a week with negatives. Run high school on Wednesday and elementary on Thursday. Set the time to be sent out to be after 5 p.m.
5. Any down time during lunch, the tables need to be cleaned with hot sanitizer water according to need or help with dishes. Each student should be sitting at a clean table when they come to lunch.
6. Complete deposit and run Z out on food service computer. Have a second person confirm your counted money and paper work.
7. Help other kitchen staff with the cleanup of cafeteria and kitchen (salad bar, cleaning up kitchen and dishes).
8. Provide cafeteria supervision.
9. Cashier duties:
 - a. No personal money is permitted on the person while operating the cash register.
 - b. No handbags or other personal containers are permitted in the area around the cash register.

- c. No small items such as toothpicks, staples, paper clips or any other item that could aid in keeping a count are permitted near the cash register. (normal banking practice)
- d. If an official transaction is not taking place, the cash register drawer must be kept closed. The key should be removed when the drawer is not in sight. (evacuating the building for a drill, working out of the area)
- e. All funds must be rung into the register at the time of the transaction.
- f. Do not take funds from more than one customer at a time. Do not group or split sales.
- g. Know the prices of the menu items and charge the full price unless instructed otherwise by a manager.
- h. Verify the customer by asking them their name. Verbalize the sale as you are punching it in. State the total amount due, the amount the customer tenders as well as counting back their change. Thank them by name and smile.
- i. Do not place the customer's money in the register drawer until the transaction is complete.
- j. Any recording error must be noted along with the time and customer, initialed by the cashier on cash out paper and the manager must be notified. Under no circumstances may an over-ring or under-ring be made up on subsequent sales.
- k. Before a refund or withdrawal is given, a note signed by the customer listing the amount, mailing address, and reason for the refund must be placed in the cash register drawer. The director must approve refunds and request a check that will be mailed at a later time.
- l. The manager, by reconciling the drawer, will resolve any customer claims of shortages or overages.
- m. The cashier should never permit anyone to cause them to deviate from normal cashiering procedures.
- n. Cashiers must never work from a common drawer. Each cashier should be assigned a cash drawer at the beginning of each shift and logged in under their name.
- o. Cashiers are responsible for the drawer, which they will verify at the beginning of each shift. Cashiers are also responsible for all transactions completed on their register during their shift (substantiated by the transaction report or Z report).
- p. The cash register drawer and all money must be removed from the register at the end of each cashier's shift. The proper forms should be filled out upon cash out.

- q. If the cash register is not in use and there is no money in the register, the drawer should be left open to prevent damage that could result from someone attempting to forcibly open the drawer.
 - r. Be aware of persons attempting to pass the cashiering point with merchandise not yet paid for. Notify a supervisor of any such occurrences.
10. Any and all other duties as assigned.

Qualifications:

1. High School diploma or equivalent and meets other educational requirements established by the Board of Education.
2. Competency and accuracy with computer.
3. Database and spreadsheet knowledge is desired.
4. Demonstrate ability to deal with staff, students and the public, exercising tact and courtesy.
5. Dependable and of good moral character.
6. Ability to understand oral and written instructions, and follow through to see they are followed.
7. Ability to keep records and prepare reports.
8. Knowledge and use of office machines.
9. Analytical ability necessary to gather and interpret data for comparison of letters or numbers to assure accurate computation, transcription, mailing and or filing.
10. Demonstrates good public relations skills relating to job.
11. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this and additional duties may be assigned.

**BOARD OF EDUCATION
BUCKLEY COMMUNITY SCHOOLS**

JOB DESCRIPTION
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In signing this job description, you are acknowledging that you have completely read through this document and will comply with the responsibilities and expectations given above for Buckley Community Schools.

Signature of Employee

Date

Printed Name