

Madera Unified School District Classified Job Description

Child Nutrition - Cashier

Purpose Statement

The job of Child Nutrition-Cashier was established for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for collecting funds for daily meal transactions; balancing accounts and depositing funds utilizing established accounting practices; and reviewing Free and Reduced Program applications.

This job reports to Director of Child Nutrition.

Essential Functions

- Attends unit meetings, in-service training, workshops for the purpose of gathering information required to perform job functions.
- Monitors students as cards are selected and scanned for the purpose of assisting students who need help and ensuring that the correct card is selected.
- Prepares sales transaction documents (e.g. daily charge records, breakfast and lunch counts, etc.) for the purpose of providing written support and/or conveying information.
- Processes daily transaction data (e.g. free and reduced meal status, sales transactions, etc.) for the purpose of documenting activities, maintaining accurate account balances, and/or conveying information.
- Reconciles charges to meal counts for the purpose of maintaining accurate account balances and complying with established policies and/or procedures.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals and food items, account balances.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks using existing skills. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

adhering to safety practices; preparing and maintaining accurate records; operating standard office equipment; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedure; and sanitation practices.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; and working with interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 30% walking, and 50% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience Six months experience in basic entry level clerical duties, handling money and making change.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Continuing Educ./Training

None Specified

Certificates

Valid CDL

Clearances

TB Clearance, Criminal Justice
Fingerprint/Background Clearance
Physical Demands(D)

FLSA Status

Non Exempt

Approval Date

08/18/11

Salary Range