

LUNCHROOM CASHIER

CODE NO.: 5-12-007

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work in a school district which involves receiving money and making change for lunches in a school cafeteria, and preparing routine receipts reports. Employees of this class work under direct supervision of a higher level employee. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Rings up lunch costs on cash register and remits change;

Prepares daily and monthly cash reports;

Compiles daily banking reports;

Keeps daily and monthly lunch count;

Assists with monthly report of bills and records to federal government;

Answers questions dealing with lunchroom activity.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation of a cash register; working knowledge of the regulations of the National School Lunch Programs collection methods and student payment plans; ability to work at a quick pace; ability to work well with others; ability to make change; ability to maintain simple records; ability to prepare cash accounts and reports; mathematical ability; integrity; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: December 11, 1986