

**SUPPORT STAFF POSITIONS
(MIDDLE SCHOOL CASHIER-SECRETARY)**

Qualifications

1. Can accurately and correctly count coins and currency.
2. Can accurately and correctly count and tabulate the number of meals served.
3. Is able to operate Windows 95 and Word 7.0.
4. Has good typing (40 wpm), spelling, and writing skills.
5. Can operate a calculator accurately and quickly.
6. Is physically able to perform duties.
7. Is able to remember names of students and staff.
8. Is friendly and courteous with an out-going personality.

Responsibilities

1. Communicates with manager, faculty, staff, and students.
2. Follows state and local health regulations.
3. Operates point-of-sale terminal and system.
4. Completes, in a timely fashion, bank deposits and other forms required by food service director.
5. Follows policy handbook as published by the school district.
6. Follows building principal's rules and local building policies.
7. Completes and checks time cards and time sheets of all food service employees.
8. Counts and deposits all concession sales.
9. Adds daily, weekly, and monthly lunch and breakfast counts for middle school. Checks monthly lunch and breakfast counts from all schools.
10. Tabulates meal counts for federal reimbursement claim and sends it in on time.
11. Checks and records the Weekly Operating Reports. Fills out period recap.
12. Does office typing, filing, and answering telephone.
13. Types correspondence, letters, office forms, and menus.
14. Oversees and assists the cashiers at all the schools.
15. Processes free/reduced lunch applications and notifies parents and cashiers of students who qualify. Verifies selected applications once during the school year.
16. Orders lunch, breakfast, and milk tickets for elementary schools.
17. Assumes other duties that may be assigned.
- * Directly supervised by school nutrition director.