

**WENTZVILLE R-IV SCHOOL DISTRICT**  
**Position Description**  
**Locator: 5.06**

**Position Title:** Head Cashier

**Reports To:** Director of Child Nutrition, Cafeteria Manager

**SUMMARY**

Assists in the preparation and serving of quality food to all students at assigned location.

**QUALIFICATIONS/REQUIREMENTS**

- High School Diploma or GED
- Demonstrates an aptitude for successful performance of the tasks listed below.
- Basic computer skills

**ESSENTIAL JOB DUTIES**

- Provides cashier services in the cafeteria during meal serving hours.
- Prepares daily deposit of cash and scans checks from money collected daily.
- Secures revenues collected daily.
- Supervises and directs other cashiers assigned to his/her building.
- Maintains accurate and detailed records relating to student meal accounts for both breakfast and lunch.
- Generates daily cashier reports and accounts for all money collected.
- Generates month end reports and performs federal edit checks when necessary.
- Generates weekly after school snack reports.
- Verifies that all other cashiers in his/her building balance daily.
- Addresses parent calls and concerns.
- Maintains confidential nature of all school related matters.
- Prepares weekly meal charge notices.
- Trains new cashiers when assigned to his/her building location.
- Assists in meal preparations as time allows.
- Wears and maintains uniforms in a neat, clean, appropriate fashion in accordance with child nutrition dress code.
- Maintains a neat and clean work space.
- Attends meetings, professional development and other trainings as required
- Communicates with the students and staff in a friendly and courteous manner.
- Must be able to lift 40 lbs.

**WORK ENVIRONMENT**

Environmental and atmospheric conditions commonly associated with the performance functions of this job:

- Exposed to loud noise levels.
- Regularly exposed to extreme cold and extreme heat, as well as food oils, toxic or caustic chemicals, wet/humid conditions, and moving mechanical parts.
- Requires a concentrated level of attention.

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**PHYSICAL DEMANDS**

- Exert 50 to 100 pounds of force occasionally (33%), and/or
- Exert 25 to 50 pounds of force frequently (33-55%), and/or
- Exert 10 to 20 pounds of force often to move object

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Director of Child Nutrition and the Assistant Director of Child Nutrition.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be established in accordance with the current pay plan and District Policy.

**EVALUATION**

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support services personnel.