

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

FOOD AND NUTRITION SERVICES CASHIER

JOB SUMMARY: Under the supervision of the Food and Nutrition Services Supervisor, collect cash, operate a computer, count and balance cash drawer and provide some assistance with other food and nutrition related duties. Within this general framework, specific assignments will vary.

ESSENTIAL JOB FUNCTIONS:

- Count and balance cash drawer.
- Collect payments and enter into students' accounts.
- Prepare back deposits and required reports.
- Assess situations under pressure and react quickly to them in a calm manner.
- Ensure that customers are able to move through lines and serving areas expeditiously.
- Maintain accurate, up-to-date records of all transactions.
- Maintain student account records.
- Assist in maintaining a safe, healthful environment in the lunchroom area.
- Maintain clean and neat personal appearance.
- Assist with other food and nutrition related duties as assigned by the Food and Nutrition Services Supervisor.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- Previous cashiering and computer experience desirable.
- High school graduate or equivalent preferred.
- Must obtain and maintain Washington Food and Beverage Worker's Permit.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Demonstrated ability to handle money with accuracy, speed and honesty.
- Good mathematical skills.
- Ability to work efficiently and effectively
- Ability to understand and carry out oral and written directions.
- Demonstrated ability to prepare reports.
- Knowledge of, or the desire to learn, and ability to apply basic child nutrition guidelines and requirements.
- Ability to communicate effectively with students, staff and parents in oral and written form.
- Proven ability to establish and maintain cooperative working relationships.
- Commitment to maintaining confidentiality and displaying ethical behavior.
- Ability to adapt readily to a varied routine in a calm, positive, flexible manner.

PHYSICAL DEMANDS:

- Standing and/or walking for extended periods.
- Exerting 25 to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.

- Perceiving the nature of sound; possessing near and far vision with accurate depth perception; providing oral information; and having dexterity to operate keyboards and computers.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.

Revised 01/2015