

Jurisdictional Class: Competitive; Non-Competitive when Part Time in Schools
Adopted: June 11, 1982
Revised: September 19, 2012

SCHOOL LUNCH CASHIER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for collection of money for school lunches and assisting in the preparation and serving of food and snack items for school lunches. Direct supervision is received from the School Lunch Manager, Cook-Manager, or other school official. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Collects payments for student and adult meals;
Sorts and counts money;
Operates a cash register or Point-of-Sale System for student and adult sales;
Assists food service personnel with preparation and serving of meals, as requested;
Assists in maintaining order in the lunch line;
Helps prepare, set up serving lines, stock and refill serving line, serve food, and clean the food service area;
Takes temperature of food items and of equipment on serving line;
Stocks and refills snack/beverage cart and subtracts items from the inventory list;
Sets tables and clears them after meals;
Polishes tables and chairs;
Cleans dining rooms, dishes, and sanitizes cafeteria tables;
Cleans, washes, and otherwise prepares vegetables and fruit for cooking;
Assists in the preparation of salads, alternate menu items, and desserts;
Washes dishes, pots, and pans by hand or machine.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Knowledge of basic arithmetic;
Working knowledge of the proper methods of serving food and operation of kitchen appliances;
Basic knowledge of computer register;
Ability to handle money and make change;
Ability to understand and follow simple oral and written instructions;
Ability to assist in preparation and serving of food;
Ability to get along well with others, especially children;
Ability to recognize the meal components of the School Lunch Program.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma or one (1) year of clerical training and/or experience involving handling money and making change.