



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT
Cafeteria Clerk

JOB DESCRIPTION

ESSENTIAL FUNCTION

Under direction, performs cashiering duties at an assigned school cafeteria, receiving cash/checks, accounting for monies collected, maintaining associated records, assisting with the daily handling of lunch tickets, and promoting the district wellness program.

DIRECTLY RESPONSIBLE TO AND SUPERVISED BY

Site Administrator
District Food Service Coordinator

IMMEDIATE SUBORDINATES

None

DUTIES AND RESPONSIBILITIES

These responsibilities are not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.

- Collect money and records transactions on student meal accounts and point of sale processes
- Record daily sales and deposits money daily according to district procedures
- Track all deposits to student accounts and informs parents when students need to provide additional money to their accounts.
- Approve all applications for free and reduced meals at assigned site, and inform parent of eligibility status.
- Maintain a complete, systematic set of records of all financial transactions, and other aspects of the food service program (i.e., Free and Reduced Lunch Program records)
- May assist in food preparation and cleaning of kitchen.
- Maintains confidentiality of students and/or staff.
- Perform other related duties as assigned

QUALIFICATIONS

Knowledge of:

- Record keeping practices and procedures related to receipt of cash and processing food service point of sale
- Procedures to maintain accurate reports/records
- Business telephone techniques and etiquette
- Safe work practices and procedures
- Modern Office practices, trends, and procedures
- Standard office equipment and modern data management systems

Ability to:

- Follow oral and written directions;

- Make accurate mathematical calculations.
- Meet schedules and time lines
- Operate office equipment including computers and a variety of word processing and business applications.
- Use interpersonal techniques with tact, patience and courtesy.
- Establish and maintain cooperative and effective working relationships with others.

Education and Experience:

- Graduation from high school or equivalent
- Operation of cash register or similar type of point of sale procedure
- General computer proficiency and operation.

Licenses and Certificates

- TB Test clearance
- Criminal Justice Fingerprint clearance

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

While performing the duties of this job, the employee is regularly required to:

- Sit for extended periods of time
- Use hands to finger, handle, or feel objects, tools, or controls
- Possess sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate (about 60 wpm)
- Speak clearly and communicate with others
- Understand and carry out oral and written instructions
- Possess specific corrected or uncorrected vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

The employee is occasionally required to:

- Stand
- Walk
- Bend
- Stoop
- Reach or pull with hands and arms
- Possess ambulatory ability to retrieve work materials
- Lift and/or move up to 25 pounds

WORKING ENVIRONMENT

School Cafeteria

SALARY AND WORK INFORMATION

Classified Salary Schedule: Cafeteria Clerk

Work Year: 194 Days, ten (10) month part-time work year.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.