

## **CASHIER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the collection of money for school lunches. A cashier is responsible for an accounting of monies received and the maintenance of related records. In addition to cashiering duties, the incumbent may be required to act as a Food Service Helper. Direct supervision is received from the cafeteria manager or other school employees. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Operates cash register; Accepts payments for student lunches; Supervises the collection of cash from all school lunch sales; Sorts and rolls coins; Totals itemized deposit slips and deposits receipts; Records cash receipts and balances cash book; May prepare bank reconciliations; Compiles periodic reports of transactions; May be required to assist with the preparation and serving of food; May clean tables, arrange drains and be responsible for condiment dispensers.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of business arithmetic; ability to accurately handle money; Ability to understand and interpret simple oral and written instructions; Ability to get along well with others, especially children; Ability to write legibly; Clerical aptitude; Mental alertness; Neat appearance; Tact; Courtesy; Good physical condition.

**MINIMUM QUALIFICATIONS:** EITHER:

- A. Graduation from high school or possession of a New York State equivalency diploma; **OR**
- B. One year of experience in handling money in a retail establishment involving use of a cash register.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:** In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Revised 8/10/88; 6/1/07; 5/11/22; 6/21/22

Reviewed 11/2/98