

CASHIER

LOCATION: Tioga County School Districts
CLASSIFICATION: Competitive (F/T); Non-Competitive (P/T)
SALARY: Varies by Location
ADOPTED: Revised 4/97; 5/08, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This position involves the collection of money for school lunches. A cashier is responsible for accounting for moneys received and the keeping of related records. In addition to cashiering duties, the incumbent may be required to act as a Food Service Helper if needed. Direct supervision is received from the School Lunch Manager or other school officials. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Collects payments for student lunches;
- Supervises the collection of cash from all school lunch sales;
- Sorts and rolls money;
- Prepares itemized deposit slips and deposits receipts;
- Records cash receipts and balances cash book;
- Operates cash register;
- Assists with the preparation and service of food, when needed;
- May prepare bank reconciliation;
- May compile periodic reports of transactions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of business arithmetic; ability to accurately handle money; ability to understand and follow simple oral and written instructions; ability to get along well with others, especially children; ability to write legibly; clerical aptitude; mental alertness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.