

## **CASHIER-COOK**

### Qualifications:

1. High school graduate
2. Experience in cafeteria work preferred

### Responsibilities:

1. Reports to head cook
2. Provides cashier services to student and teacher population in the school while assisting the head cook as much as possible in the preparation and serving of lunch
3. Collects monies for food / tickets in accordance with price guidelines established by the Board of Education and the food service director, keeping delays to the customer to an absolute minimum
4. Tabulates purchases and lunch counts, adhering to procedures approved by state auditors and the director
5. Deposits monies collected in any given day before bank closing on that day
6. Prepares and serves food as assigned by the head cook
7. Assists head cook in completing monthly inventory
8. Completes cashier reports 100% accurately
9. Assumes responsibilities of the head cook when he / she is replaced by a substitute
10. Completes other duties assigned by the head cook or the food service director / or their designee

### Time Requirements:

Works 180 days, 6 paid holidays, hours vary by position

### Evaluation:

Annually by the food service director with input from head cook