



**HOWARD LAKE – WAVERLY – WINSTED ISD 2687**

**JOB DESCRIPTION OF POSITION:**

Under the direction of the Food Service Director and collects money from the District’s students/staff.

|                   |                   |                      |          |
|-------------------|-------------------|----------------------|----------|
| <b>Job Title:</b> | Satellite Cashier | <b>Revised Date:</b> | 11-18-17 |
|-------------------|-------------------|----------------------|----------|

**Job Description:** Monitors accounts and collects money from students/staff.

- Monitors lunch accounts of students/staff.
- Accepts payment from students/staff.
- Informs students/staff of low balances.
- Balances money collected.
- Report payment information to District Head Cashier.
- Enters payments into system as needed.
- Oversees students/staff as they enter codes/charging accounts accordingly.
- Handles transfer of files on computer system.
- Other duties as assigned.

|                                |                                 |                           |               |
|--------------------------------|---------------------------------|---------------------------|---------------|
| <b>Job Location:</b>           | Howard Lake, Waverly or Winsted | <b>Company Industry:</b>  | Public School |
| <b>Job Role:</b>               | Cashier                         | <b>Employment Status:</b> | Part-time     |
| <b>Employment Type:</b>        | Employee                        | <b>Manages Others:</b>    | No            |
| <b>Band-Grade-Sub Grade:</b>   | A-1-3                           |                           |               |
| <b>State Job Match Points:</b> | 128                             |                           |               |

**Qualifications:**

- \* Strong interpersonal skills.
- \* Ability to multi-task
- \* Computer knowledge
- \* Strong math aptitude

|                      |             |                             |             |
|----------------------|-------------|-----------------------------|-------------|
| <b>Career Level:</b> | Entry Level | <b>Years of Experience:</b> | [1-3 years] |
|                      |             | <b>Other:</b>               |             |

**Degree:** High school or Equivalent

**Non-Union**

**Approved By:** Michelle Johnson      **Date Approved:** 11-1-13