



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Under the direction of the Food Service Director maintains lunch accounts of District students and staff.

Job Title:

District Head Cashier

Revised Date:

11-13-17

Job Description: Oversees and maintains lunch accounts for students and staff.

Standard Tasks:

- Mail out approval letter from the direct certification notices from the state.
- Approve and mail out letters from free and reduced lunch applications.
- Oversee high school students/staff as they enter codes/charging accounts accordingly, for breakfast and lunch line.
- Complete low balances for elementary students.
- Receipt money into family accounts.
- Process and create breakfast and Lunch lines.
- Call parents from all schools when they have negative account balances or have other food service concerns.
- Count and balance money daily, total weekly receipts end of week.
- Total the purchases of students and staff daily.
- Delivers deposits to bank.
- State reports for meals purchased for state and federal reimbursements.

Infrequent Tasks:

- Run off menus and divide into classrooms and schools.
- Process E-Fund payments from on-line.
- Other duties as assigned.

Job Location:	Howard Lake MN	Company Industry:	Public School
Job Role:	District Head Cashier	Employment Status:	Part-time
Employment Type:	Employee	Manages Others:	No
Band-Grade-Sub Grade: State Job Match Points:	B-2-2 138		

Qualifications:

- * Strong interpersonal skills
- * Ability to multi-task in fast-paced dynamic environment
- * Computer knowledge
- * Strong math aptitude

Career Level:	Entry Level	Years of Experience:	[1-3 years]
Degree:	High school or Equivalent		

Non-Union

Approved By: Michelle Johnson	Date Approved: 11/26/13
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