

**WINNER SCHOOL DISTRICT 59-2  
OFFICIAL SCHOOL BOARD POLICY**



**Title: School Lunch Cashier**

**QUALIFICATIONS:**

- a. See Cafeteria Worker

**REPORTS TO:**

School Lunch Supervisor

**SUPERVISES:**

Assists with School Lunch Effort

**JOB GOAL:**

Proper Financial Accountability for School Lunch Program

**PERFORMANCE RESPONSIBILITIES:**

1. Maintains a record of student participation in the Winner School District School Lunch Program.
2. Issues a receipt for all monies received.
3. Receives and processes all applications for free and reduced meals.
4. Maintains accountability of all funds received and makes daily deposits.
5. Completes monthly requests for reimbursement from the State for free and reduced lunches served.
6. Other duties as necessary to assure proper financial accountability of the school lunch program.