

## CASHIER I

DISTINGUISHING FEATURES OF THE CLASS: This is entry level, routine work involving responsibility for performing a number of varied tasks in the receiving, sorting, and counting of monies taken in a school lunch program. Work is performed under direct supervision of higher level school staff or administrators, in accordance with established procedures and methods of operation. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives, sorts, and counts monies involved in a school lunch program;  
Checks register tapes and maintains accuracy;  
Issues and maintains accurate records on school lunch tickets available to students;  
Assists with preparing and submitting information used in a variety of written reports pertaining to the School Lunch program;  
Attends meetings relative to procedures and methods of operation;  
May assist with entering totals in ledgers;  
May assist with preparing bank deposits of cash receipts;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ACTIVITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; ability to make arithmetic computations rapidly and accurately; ability to follow oral and written instructions; ability to establish and maintain effective working relationships; clerical aptitude; accuracy; integrity; mental alertness; dependability.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma; or
- b) Two (2) years of clerical experience involving maintenance of financial accounts and/or records; or
- c) Two (2) years of cashiering experience; or
- d) An equivalent combination of training and experience as indicated in a), b) and c) above.