

## CASHIER II

DISTINGUISHING FEATURES OF THE CLASS: This is important work of a clerical nature involving responsibility for performing a number of varied tasks in the sorting, counting and balancing of monies received from a district wide school lunch program. Work is performed under the direct supervision of the School Lunch Director with leeway permitted in the order and method of tasks performed. Supervision may be exercised over School Lunch Cashiers and Food Service Helpers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sorts, counts and enters to ledgers totals of monies received daily from the school lunch program;

Checks and verifies for accuracy register tapes;

Makes bank deposits on all cash receipts;

Issues and keeps records of supplies distributed to School Lunch Cashiers;

Prepares a variety of written reports pertaining to the School Lunch program;

Issues and maintains accurate records on school lunch tickets available to students;

Conducts meetings to inform School Lunch Cashiers of procedures and methods of operation;

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: Good knowledge of cash ledger accounts and records; good knowledge of business Arithmetic and English; 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 get along well with others; clerical aptitude; a high degree of accuracy; mental alertness; dependability.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and two (2) years of satisfactory clerical experience involving responsibility for maintaining or checking financial accounts and records, or cashiering experience; or
- b) Four (4) years of satisfactory clerical experience, at least two (2) years of which must have involved responsibility for maintaining or checking financial accounts and records, or cashiering experience; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.