



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title:	<b>SCHOOL LUNCH CASHIER</b>
Jurisdictional Class:	Competitive (Full Time) Non-Competitive (Part Time)
Civil Division:	County Schools
Adoption: CSM	11/1/75
Revised: CSM	1/8/03, 4/13/05

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**DISTINGUISHING FEATURES OF THE CLASS:**

Receives and accounts for money collected for school lunches; does related work as required. This position involves the collection of money for school lunches. A cashier is responsible for an accounting of monies received and the keeping of related records. In addition to cashiering duties, the incumbent may be required to act as a Food Service Helper or School Monitor. Direct supervision is received from the Cook Manager or other school official.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Collects payments for student lunches;  
Supervises the collection of cash from all school lunch sales;  
Sorts and rolls money;  
Prepares itemized deposits slips and deposits receipts;  
Records cash receipts and balances cash book;  
Prepares bank reconciliations;  
Compiles periodic reports of transactions;  
May operate cash register or computer terminal;  
May be required to assist with the preparation and serving of food;  
May be required to assist teachers in supervising recreation and lunch period.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of business arithmetic;  
Ability to accurately handle money;  
Ability to understand and follow simple oral and written instructions;  
Ability to get along well with others, especially children;  
Ability to write legibly;  
Clerical aptitude;  
Mental alertness;  
Neat appearance;  
Tact;  
Courtesy;  
Good physical condition.

**MINIMUM QUALIFICATIONS:**

(A) Graduation from high school or possession of a high school equivalency diploma.