

KENNEWICK SCHOOL DISTRICT #17

524 South Auburn Street, Kennewick, WA 99336 (509) 222-5013/ FAX 222-5051 Job Line 222-5011 / www.ksd.org

CLASSIFIED POSITION OPEN – PLEASE POST

Applications will be accepted as needed to maintain an adequate substitute pool for the 2008/2009 school year.

JOB TITLE: FOOD SERVICE SUBSTITUTE CASHIER

LOCATIONS AND HOURS: Varied according to need

SALARY: \$8.07 – \$9.80 / HOUR

JOB PURPOSE STATEMENT/S: The job of cashier- Food Service is done for the purpose/s of securing funds for daily meal transactions; depositing funds and balancing accounts and adhering to accounting practice for monies handled.

QUALIFICATIONS REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ **Experience Required:** Prior job related experience.
- ❖ Demonstrated record of positive employment performance.
- ❖ **Skills, Knowledge, and/or Abilities Required:**
 - Skills to perform basic math calculations, use standard office equipment including an IBM computer codes and sanitation principles.
 - Knowledge of basic cash handling procedures, National School Lunch Program regulation health codes.
 - Abilities to stand for prolonged periods, understand and carryout oral and written instruction.
 - Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, talking/hearing conversations and other sounds.
- ❖ **Education Required:** High School diploma or equivalent. A transcript must be provided within 30 days of employment.
- ❖ **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance.
- ❖ **Other:** Appropriate Food Handlers Permit preferred.
 - Evidence of excellent attendance, punctuality, and dependability; evidence of ability to be self-disciplined and a self-starter.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- ❖ Collects payments (e.g. cash or meal card) for the purpose of completing meal transactions.
 - ❖ Prepares documentation for the purpose of providing written support and/or conveying information.
 - ❖ Reconciles transactions for the purpose of balancing accounts and adhering to accounting practices.
 - ❖ Responds to inquires of students, staff and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals.
 - ❖ Supervises student customers for the purpose of maintaining proper lunchroom behavior.
 - ❖ Processes National School Lunch and School Breakfast Program applications for the purpose of determining eligibility for free and reduced price meals.
 - ❖ Communicates in an effective manner concerning customer service, food quality, national School Lunch and Breakfast Program for the purpose of providing information and/or direction.
- Other Job Functions:**
- ❖ Assists other personnel and/or student workers as may be required for the purpose of supporting them n completion of their work activities.
 - ❖ Performs all duties of the position within the scope of Kennewick School District policies and procedures, including regular attendance and punctuality.

APPLICATION PROCEDURE: All applicants must have a completed district application and applicant disclosure form on file in the Human Resources Office along with a current resume. All in-district applicants must submit their interest for this position in writing. People of disability may request reasonable accommodation in the hiring process by contacting the Classified Human Resources Manager, Betsy Dickinson, at 222-5013. Federal/State criminal history background clearance will be required. Employment is contingent upon satisfactory verification. Kennewick School District is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, sexual orientation, including gender identity, national origin, gender, or disability. This holds true for all employment opportunities. Inquiries regarding compliance procedure may be directed to the district's Title IX Officer, Beverly Johnson, at 222-5010.