**Neshoba County School District**

**Job Description**

**Position Title:** Cafeteria Cashier

**Title of Supervisor**: Local Principal/Food Service Administrator

**General responsibilities:** Employees in this classification perform collect and reconcile funds at intake with regards to the financial condition of the child nutrition department and serve as a vital link between the students, parents and staff.

**Salary:** Neshoba County School District Non-Certified Wage Scale

**Qualifications:**

1. Knowledge of computer programs and skills which include, but not limited to, Point of Sale, Lunch Box program or equivalent; prior cashier experience a plus

2. Ability to understand and follow oral and written directions

3. Knowledge of money management and proper deposits

4. Pleasing personality, level temperament and enjoy meeting and working with people, especially children

5. High school diploma or GED preferred

**Essential Functions and Responsibilities:**

1. Point of sale processing

2. Collect money and make sure it is processed in the appropriate students’ and staff accounts

3. Complete end of day cashier processing

4. Count money, checks, etc. and assist manager with bank deposit tickets

5. Performs other duties as assigned