



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Child Nutrition Services Cashier I

Pay Grade: 403

Reports To: Child Nutrition Services Manager

Terms of Employment: 175-187 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose of this position is to serve as a cashier for the child and nutrition services department.

Qualifications:

Education/Certification:

- High school diploma/equivalent or higher
- Valid food protection management certificate (or obtained within 30 days of hire date)

Special Knowledge/Skills:

- Physically able to lift 50 pounds.
- Must possess office and computer skills.
- Demonstrates ability to effectively communicate with District employees and general public.
- Demonstrate ability to speak, read and write the English language.
- Six hours in professional standards training (or obtain within six months of hire)

Experience:

- Minimum one (1) year school food service cashing experience or
- Two (2) years cashing experience

Major Responsibilities and Duties:

1. Accepts pre-payments, performs on-line cashing duties and computer data submissions. Prepares, maintains, and distributes as necessary, bar-coded identification cards for student meal service.
2. Reviews daily menu and ensures all necessary components are available on serving line(s) for students.
3. Trains and supervises assigned assistant cashier and/or helper in all phases of cashing responsibilities.
4. Assumes responsibility for kitchen operation in the absence of a manager/assistant manager to include the opening and closing of the facility, receipt of deliveries and meal preparation.
5. Assists with meal preparations as assigned.
6. Assures milk coolers are supplied with appropriate amounts and types of milk as required by program regulations.
7. Reviews meal trays to assure compliance for federal reimbursement.
8. Reconciles cash, makes deposits and submits all required records to the child nutrition services office daily and works closely with the manager and/or coordinator to assure meal counts and deposits are accurately maintained.
9. Works closely with campus personnel regarding student information to include enrollments, withdrawals attendance and PEIMS.
10. Maintains accurate records and reports as required to assure compliance with district, state and federal regulations. Forwards all required paperwork to the Child Nutrition Services office as directed.

ADOPTED: 8-8-86 AMENDED: 8-7-90, 2-5-91, 3-2-93, 1-15-04, 2-26-04, 11-7-11, 12-12-12, 10-5-16, 10-23-17, 9-25-19, 5-19-2020, 1-23-23, 3-14-23, 9-5-24, 01-08-25

Child Nutrition Services Cashier I

11. Oversees the distribution of meal applications at the campus level. Checks applications thoroughly, completion of required information. Forwards to the Child Nutrition Services office.
12. Performs clerical tasks to include ordering of office supplies, forms and equipment, making copies, faxing, laminating, and preparing correspondence and announcements.
13. Greet all visitors and customers courteously.
14. Works to develop a spirit of cooperation among students, parents, staff, and administrators.
15. Assists in utilizing promotional and merchandising Materials developed for the enhancement of student participation. Creates an attractive atmosphere in the food service facility.
16. Upholds and adheres to safety rules and policies of the SISD safety program.
17. Supports the goals and objectives of the school district and follows all district policies.
18. Performs any other duties assigned by an appropriate supervisor.
19. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
20. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors: Prolonged use of computer. Works with frequent interruptions. Continual standing, walking, pushing, and pulling; frequent stooping, bending, kneeling, and climbing (ladder), moderate lifting and carrying. Moderate exposure to extreme hot and/or cold temperatures.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact, the Chief of Human Resources: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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