

Lakewood Local School District

Office of the Superintendent

525 East Main Street, Po Box 70

Hebron, OH 43025

(740) 928-5878

Classified Job Posting

August 3, 2022

CASHIER Hebron Elementary School

QUALIFICATIONS:

1. A high school diploma or training and experience that are considered equivalent.
2. A proficiency in the accurate handling of money.
3. Knowledge of math and basic accounting and bookkeeping procedures.
4. Cash register and a knowledge of using the district automated food purchase program.
5. The ability to communicate in a courteous manner.
6. Good organizational skills.
7. A neat appearance.
8. Successfully complete and pass a BCII and FBI check.

JOB GOAL: To assist in the efficient operation of the food service program.

REPORTS TO/EVALUATED BY: Head Cook/Director of Food Services

PERFORMANCE RESPONSIBILITIES:

1. Performs the task of operating a cash register.
2. Operate the district automated food purchase program.
3. Maintain confidentiality of students receiving free or reduced food.
4. Keep proper records and submit all documents as requested.
5. Accountable for all money received from food sales in assigned building.
6. Collect all deposits and make up daily bank deposit and slip and prepare deposits for District Cashier.
7. Distribute lunch tickets where applicable.
8. Assist cooks when needed.
9. Any other reasonable or related duties as assigned by the Director of Food Services.

TERMS OF EMPLOYMENT: 2022-2023 school year
5 days/week
25 hours/week
Salary as per negotiated agreement (LACE)

If interested please send a letter of interest and an application (from our website) to Jennifer Stover, Director of Food Services, at Lakewood Local School District, 525 E. Main Street, P.O. Box 70, Hebron, OH 43025 or email jstover@lakewoodlocal.k12.oh.us by 3:00 PM on August 10, 2022.

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