

Lakewood Local School District

Office of the Superintendent

525 East Main Street, Po Box 70

Hebron, OH 43025

(740) 928-5878

Classified Job Posting

May 19, 2023

DISTRICT CASHIER

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. 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: Director of Food Services/Head Cook/Treasurer

PERFORMANCE RESPONSIBILITIES:

1. Operate the district point of sale system.
2. Maintain confidentiality of students receiving free or reduced food.
3. Collects all afternoon out-going mail from all buildings, sort mail and takes the metered mail to the post office.
4. Accountable for all money received from food sales in all buildings.
5. Collect all deposits, payments and paperwork from all buildings for any department receiving revenue and transports these funds to the bank.
6. Remain in the bank until all deposits are counted and posted. Assist bank teller with any discrepancies in balances.
7. Receive all cashier orders for change and fill these orders while at the bank.
8. Return bank book to the Treasurer and all change orders to corresponding building for the cashier.
9. Deliver any necessary correspondence from the Director of Food Services to the cafeteria staff or from cashiers to the Director of Food Services.
10. Deliver any necessary supplies to building cashiers.
11. Record mileage in the district vehicle.
12. Assist cooks when needed.
13. Any other reasonable or related duties as assigned by the Director of Food Services.

TERMS OF EMPLOYMENT:

2023-2024 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 May 26, 2023.

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