



David Douglas School District #40

Classified Job Description

NUTRITION SERVICES CASHIER

Schedule: 9 months per year
Class: 6

POSITION PURPOSE

To provide clerical assistance in the school cafeteria. Must be available during all lunch periods to collect money.

NATURE AND SCOPE OF RESPONSIBILITIES

- Greet students, staff and visitors at the lunch counter
- Collect money from students and staff and enter data into the computer
- Respond to inquiries or refer to the appropriate staff member
- Assist cooks and other school personnel as necessary
- Perform other duties, as assigned

QUALIFICATIONS

- High School diploma or equivalent
- Type with accuracy, using a word processing program on the computer
- Ability to project a pleasant manner and relate well to others and their requests for assistance
- Ability to work harmoniously with others and to communicate appropriately and effectively, both orally and in writing, with students, staff members, and visitors
- Possession of a valid first aid card is desirable
- Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of up to 20 pounds. Ability to move freely to various locations within the cafeteria and related work areas. Frequent standing, walking, sitting, and bending. Exposure to noise and activity of the department.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.