

CASHIER

DISTINGUISHING FEATURES OF THE CLASS:

This is routine clerical work involving responsibility for the collecting, verifying and recording of monies received for school lunches, recreation activities, licenses, etc. Direct supervision is received from the program supervisor. In school districts, employees in this class may exercise limited supervision over student helpers.

TYPICAL WORK ACTIVITIES:

1. Collects payments for student lunches, snacks, pool admissions, locker rentals, green fees, athletic contests, etc.;
2. Operates cash register;
3. Computes sales tax by referring to chart;
4. Makes change and records cash sales on a tally sheet;
5. Prepares itemized deposit slips and makes bank deposits;
6. Sorts and rolls money;
7. May verify cash receipts against register tapes;
8. Records cash sales in a cash book on a periodic basis;
9. May assist with the preparation and service of food and cleaning of kitchen;
10. May assist in general cleanup.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of arithmetic; clerical aptitude; ability to accurately conduct monetary transactions; ability to follow oral and written instructions; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from high school (or its equivalent);
- OR: (B) One year full time experience performing clerical work;
- OR: (C) Any equivalent combination of the training and experience indicated in (A) or (B) above.

SV9401

ADOPTED: 08/01/75

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