



# River Bend Community Unit School District #2

*Where Everybody is Somebody*

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***PLEASE POST***

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**POSITION AVAILABLE**

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**RIVER BEND MIDDLE SCHOOL  
LUNCH CASHIER (Job description attached)**

**(2 hours per day)**

**APPLY TO:  
STACEY COLLACHIA  
CAFETERIA MANAGER**

**DEADLINE  
MARCH 15, 2019**

cc: Jeff Hoese  
Stacey Collachia

3/7/19

**River Bend Community Unit School District #2**  
**Job Description**

**Title:** Lunch Cashier

**Qualifications:**

1. Good health, subject to physical exam, high school diploma, and citizen of the United States.
2. Possess or willing to obtain any necessary certifications for the position.
3. Proficiency with technology and ability to use necessary computer software applications used in this position.
4. Desire to serve students and staff with excellent interpersonal skills.
5. Ability to handle stressful situations in a calm and professional manner.

**Reports to:** Cafeteria Manager

**Supervises:** Works with cafeteria manager, head cook, and other cafeteria employees

**Job Goal:** Ensure the smooth and efficient operation of the school lunch payment process.

**Performance Responsibilities:** The lunch cashier will:

1. Interact and cooperate with staff and students in a positive manner.
2. Perform the usual school lunch payment process routines including but not limited to: scanning daily lunch cards, assisting students with thumbprint scanning and set up, monitoring student tray content to ensure reimbursable lunch standards are met, handling student lunch money and inputting into school lunch payment system, and completing necessary reports.
3. Perform tasks as assigned associated with the school lunch program.
4. Perform the duties of Cook's Helper as needed which includes but is not limited to: Assist in the preparation and serving of food in a safe and efficient manner, assist in maintaining an ample supply of food offered during food service, and assist in the daily clean up of the kitchen and service area.
5. Ensure food service that is safe and healthy and conforms to all state laws and regulations regarding food service.
6. Perform other duties as assigned by the cafeteria manager or head cook.

**Terms of Employment:** School year during student attendance and other days as directed. Salary to be established by the Board.

**Evaluation:** Performance of this job will be evaluated annually by the cafeteria manager in cooperation with the head cook in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.