Nutrition Services-Lead Cashier

Rev July 2025

Reports to: Nutrition Services Manager

Status: Non-Exempt

Dept./Campus: Assigned Campus

Paygrade: 502

Term: 178 Days

PRIMARY PURPOSE:

The Lead Cashier performs a variety of customer service duties pertaining to payment for services during breakfast and lunch. Monitor cashiers at campus location during service hours.

MAJOR RESPONSIBILITIES AND DUTIES

- **Customer Service/Cashiering**
  - Provide the highest quality of cashiering and service for customers at all times.
- **Other**
  - Operate and sets up cash registers during breakfast and lunch, receiving payments of cash, checks and charges from customers or employees for goods or services, making change, issuing receipts or tickets to customers, and making deposits daily.
  - The Lead Cashier records amounts received and is expected to total and summarize funds received, endorse checks, prepare bank deposits and verify cash from all registers and cashiers.
  - Maintains Free and Reduced status of students from submitted applications.
  - Verify and maintain student numbers and account status. Print and send reports of account status to parents and others when necessary.
  - Generate daily reports from all registers for Nutrition Services office (and others as needed).
  - Order deposit slips/forms when needed. Maintain necessary paperwork and filing.
  - Train new cashiers as needed.
  - Direct cashiers during meal periods, assist with account/computer problems. Contact Technology support to resolve computer problems as needed.
  - The Lead Cashier must understand and follow all GISD cash handling policies and procedures.
  - The Lead Cashier may assist in locating, reconciling and verifying the accuracy of transactions and operate equipment.
  - The Lead Cashier supervises and may also be required to prepare for service before the meal and clean the dining room after the meal (wiping tables, vacuuming the floor, cleaning chairs, and otherwise, ensuring the acceptable appearance of the dining area) including proper storage of registers at the end of shift.
  - Refill and direct others to maintain cleanliness, and well stock areas in serving.
  - Required to maintain proper security of cash at all times.
  - Works closely with the campus registrar, principal, students, parents, and free and reduced specialist.
  - Assists others as needed (ice, milk count, etc.).

- Follow district safety protocols and emergency procedures
- Maintain confidentiality.

SUPERVISORY RESPONSIBILITIES

- None.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- None specified. Must have a Food Handlers card from Williamson County Health Department. Must be trained in Serve Safe. Basic computer software knowledge preferred. Bilingual preferred. Six-twelve months of cashiering experience required.

Knowledge/Skills/Abilities:

- Ability to work in a fast-paced environment
- Ability to understand, follow, and give English written information and verbal instructions
- Ability to work in a team
- Ability to be self-directed and monitor people
- Ability to interact with students and staff
- Ability to problem solve
- Ability to provide a high level of customer service a must
- Ability to perform basic math skills
- Ability to accept change
- Ability to work cash register/computer
- Ability to recognize meal patterns and follow TDA guidelines
- Ability to work well with others

Mental/Physical/Environmental Demands:

- Equipment; standard cashiering equipment including; personal computer and peripherals
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- Frequent walking; grasping/squeezing, wrist flexion/extension, reaching/overhead reaching
- Regular light lifting and carrying (less than 25 pounds)
- Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces
- Work with frequent interruptions; maintain emotional control under stress; may work prolonged or irregular hours