



841 NE 22nd Ave, Camas, WA 98607
(360) 335-3000
An Equal Opportunity Employer

PSE OPENING 2011-2012 SCHOOL YEAR

Job: 2011-127
Date: February 1, 2012
Position: Food Service: Cashier
Location: Prune Hill Elementary
Schedule: Monday - Friday: 8:35-9:05 a.m./11:25 a.m.-1:10 p.m., 2.25 hrs per day; School year calendar schedule; Last day 6/19/12

Qualifications:

- Minimum high school diploma or equivalent required.
- Ability to serve attractive meals.
- Can demonstrate previous successful experience working with adults and children.
- Possess current health card.
- Consistent, reliable attendance according to the established work schedule required.
- Must be willing to be flexible and do additional jobs as assigned.
- See attached job description.

Contract: Regular.

Salary: According to PSE Salary Schedule.

Inside opening: **February 7, 2012**, for applicants from within Camas School District.
Application may be made by submitting a signed letter of interest and a current resume to the Human Resources Department.

Outside Closing Date: Open until filled

Application Procedure:

1. Include a general cover letter of application summarizing your qualifications.
2. Complete a classified employment application form, inserts and materials as required in the application packet, including a resume.
3. Send materials to: Human Resources; Camas School District No. 117; 841 NE 22nd Ave.; Camas, WA 98607.

If the above materials have already been completed and are on file, submit to Human Resources a letter indicating your interest in being considered for this position. If you have questions, you may call between 7:30 a.m. – 4:30 p.m. Monday through Friday at (360) 335-3000.

Every effort is made to ensure that all employment decisions are administered in accordance with the principles of equal opportunity. The Camas School District No. 117 does not discriminate in any programs or activities on the basis of race, color, religion, creed, national origin, age, veteran, or military status, sexual orientation, gender expression of identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. If you have concerns, questions, or complaints about alleged discrimination, you can contact Rita Pakenen, HR Director, Title IX officer at 841 NE 22nd Ave., Camas, WA 98607 or by phone at (360) 335-3000.

All Employees are required to furnish proof of identity and employment authorization status. The Camas School District is committed to providing a drug-free, tobacco-free environment for all persons—students, community and staff. Any offer of employment with Camas School District #117 is on a conditional basis pending the successful completion of a FBI and Washington State Patrol fingerprinting and background check.

Job Description Camas School District #117

Position: Cashier

Summary: The cashier is responsible for the handling of all monies related to food services at a specific site and assists with money handling in the school offices as required and as time allows.

- Qualifications:**
1. Must demonstrate appropriate use of written and oral English
 2. Be proficient with rudimentary bookkeeping and accounting skills
 3. Minimum high school diploma or equivalent
 4. Can demonstrate previous successful experience working with adults and preferably children
 5. Demonstrated self-initiative
 6. Demonstrated organizational skills
 7. Demonstrated ability to follow directions
 8. Demonstrated ability to work as a team player
 9. Possess current health card
 10. Ability to use relevant ten key, recording machines or other technology

Reports to: Food Service Supervisor

Tasks

1. Cashier for breakfast and/or lunch – taking in money and accounting for number of breakfast/lunches purchased.

TECHNIQUE	Following district procedures and training.
TOOLS/EQUIPMENT NECESSARY	District forms and procedures.
FREQUENCY	Daily
PHYSICAL/MENTAL DEMANDS	Ability to count accurately and efficiently, command of basic math skills.

2. Counts, records and deposits all food service money.

TECHNIQUE	Following district procedures and training.
TOOLS/EQUIPMENT NECESSARY	Adding machine, coin counter, coin envelopes, deposit slips and bags.
FREQUENCY	Daily
PHYSICAL/MENTAL DEMANDS	Ability to count accurately and efficiently, command of basic math skills.

3. Supervision of students in cafeteria.

TECHNIQUE	Works with students and staff to maintain appropriate climate in cafeteria.
TOOLS/EQUIPMENT NECESSARY	Repertoire of skills to influence the behavior of student.
FREQUENCY	Daily
PHYSICAL/MENTAL DEMANDS	Working with students in a less structured setting with the appropriate level of concern and expectations.

4. Maintain a pleasant environment for dining. Updating posters & item identifiers, filling utensil/napkin containers, assist kitchen staff with keeping the service area organized. Assist with posting and managing promotional materials

TECHNIQUE	Assembling, posting, arranging materials.
TOOLS/EQUIPMENT NECESSARY	Marketing materials, plastic ware, napkins
FREQUENCY	Daily
PHYSICAL/MENTAL DEMANDS	Bending, reaching, ability to work closely with fellow team members

5. Clean and restock salad bars, food in warmers, and milk/beverages as needed when no students are waiting to check out.

Technique	Monitor salad bars, warming stations, beverage containers as needed
Tools/Equipment Necessary	Requisite skills to complete tasks
Frequency	As needed
Physical/Mental Demands	Bending, reaching, lifting, and moving at an efficient pace

Minimum Performance Responsibilities:

1. Performs the cashier function in the cafeteria as assigned
2. Supervises children in line as they come in for meals
3. Counts, records, and deposits all food service money from assigned building
4. Receives and routes free and reduced meal applications to approval clerk
5. Performs other duties as needed such as relieving the secretary on break or assisting students in the health room
6. Performs other duties as assigned
7. Maintains a high level of ethical behavior and confidentiality

Successful Performance Requires:

1. Minimum high school or G.E.D. graduate
2. Ability to understand and carry out oral and written directions
3. Able to read, write reports, and communicate orally in the English language
4. Have neat and legible handwriting
5. Ability to establish and maintain cooperative relations with other employees, students and the public
6. Dependability, loyalty, honesty, integrity, and emotional stability
7. Good physical health (A statement of health may be required from a licensed physician.)
8. Neat and pleasant appearance
9. Maintain accurate records
10. Ability to communicate effectively and be a team player
11. Ability to treat all students with respect
12. Strong management skills
13. Self-motivation and ability to work with minimum supervision
14. Strong regard for and relationships with children and peers
15. Punctuality
16. A good sense of humor