



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 90-2023/24  
DOCUMENT NO. 82-2023/24  
DATED: 06/20/2024

**CHILD NUTRITION CASHIER**

**DEPARTMENT/SITE:** Child Nutrition

**REPORTS TO:** Director of Child Nutrition or  
Assigned Supervisor

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 14

**WORK CALENDAR:** 205 Day

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the direction of the Director of Child Nutrition and in coordination with the site lead position, the Child Nutrition Cashier provides support to the food service activities at an assigned location with specific responsibilities for collecting funds for daily meal transactions, balancing accounts, and depositing funds utilizing established accounting practices, and reviewing Free and Reduced Program applications. The incumbents in this classification provide the school community with accurate access for students to receive and be accounted for nutrition program services which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This is a legacy level in the child nutrition series that is being phased out through attrition and replaced with Child Nutrition Assistant I positions due to changes in program delivery and point-of-sale processing. Positions in this class perform repeated food preparation and serving tasks to provide breakfasts and lunches to students. The few remaining positions have been assigned as the second position at an elementary school or to the Central Kitchen. If so tasked, this class may account for cash transactions and other accounting and record-keeping procedures and documentation related to the serving of meals to students in accordance with various department, state, and federal program guidelines and requirements. This latter aspect of tasks, however, has been superseded by other systems.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists in the operation of kitchen equipment (e.g., dishwasher, utensils, mixers) for the purpose of preparing meals and/or keeping equipment sanitized.
- Assists in the preparation of food and beverage items to meet mandated nutritional standards and projected meal requirements.
- Attends unit meetings, in-service training, and workshops for the purpose of gathering information required to perform job functions.
- May assemble and package prepared food for serving directly to students at mealtime or for transporting from a central kitchen to a school site kitchen.
- May assist with taking food supply inventory and receiving or preparing for food service deliveries.

- May be tasked to monitor students as cards are selected and scanned to assist students who need help and ensuring that the correct card is selected.
- May be tasked to prepare sales transaction documents (e.g., daily charge records, breakfast, and lunch counts) for the purpose of providing written support and documentation of child nutrition activities and/or conveying information.
- May be tasked to process daily transaction data (e.g., free and reduced meal status, sales transactions) for the purpose of documenting activities, maintaining accurate account balances, and/or conveying information.
- May be tasked to reconcile charges to meal counts for the purpose of maintaining accurate account balances and complying with established policies and/or procedures.
- May collect and account for money paid by students for optional food items not covered under the student's ID number.
- Organizes and handles prepared foods at assigned locations for the purposes of serving students and staff.
- Participates in maintaining and sanitizing storage areas, food preparation surfaces, food serving areas, and all equipment in a sanitary condition in accordance with current health standards.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Reports equipment malfunctions to designated supervisory personnel to obtain repair and/or replacement.
- Responds to inquiries from students, staff, and the public for the purpose of providing information and/or direction regarding the type and/or cost of meals and food items and account balances.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
- Washes, cleans and sanitizes kitchen areas, surfaces, utensils, and equipment as assigned and required.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Basic math, including calculations using fractions, percentages, and/or ratios
- Techniques for handling and accounting for cash transactions
- Written procedures relating to child nutrition accounting, document preparation and handling
- Standard safety practices and procedures and sanitation practices relating to food handling

### **Skills and Abilities to:**

- Adhere to safety practices
- Understand and follow multi-step written and oral instructions and procedures
- Prepare and maintain accurate records
- Operate standard office equipment including computers and job-related software applications
- Schedule activities and adhere to deadlines and time frames
- Compile, collate, and work with data accurately utilizing and in accordance with defined and similar processes, procedures, and formats
- Work flexibly to adapt to interruptions and occasional changes in routines
- Work with others in a variety of circumstances

- Work with and communicate effectively with diverse groups and individuals
- Identify issues and problems independently, decide on a course of action, and implement resolution.

### **RESPONSIBILITY:**

Responsibilities include working under supervision using standardized routines, providing information and/or advising others, and operating within a defined budget. There is a continual opportunity to have some impact on the organization's services and finances.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High School diploma or equivalent.

### **EXPERIENCE REQUIRED:**

Six (6) months experience in handling food, experience in a cafeteria or restaurant setting, and six months experience in basic entry-level clerical duties, handling money, making change, and maintaining accounting and financial-related records are preferred.

### **LICENSE(S) REQUIRED:**

- None

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- Possession of, or ability and qualifications to obtain Food Safety Certification within twelve (12) months of appointment and failure to do so could result in release
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam D through the District's provider at the District's expense

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is generally performed in an indoor office environment, requiring extensive sitting and some walking, and standing
- Light to moderate lifting, carrying, pushing, and/ or pulling of files or boxes; occasionally participates in food preparation and assembly when assigned during peak periods when other staff are absent
- Some stooping, kneeling, crouching, and/crawling to access files
- Manual dexterity to operate a computer keyboard and handle paperwork in the office.
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen