



ORCUTT UNION SCHOOL DISTRICT

500 Dyer Street
Orcutt, CA 93455
(805) 938-8900

Classified application available @ www.orcutt-schools.net
Departments, Human Resources, Classified Employment,
Application for Employment – Classified

January 13, 2022

CLASSIFIED NOTICE OF VACANCY

- POSITION:** **Child Nutrition Cashier**
- ASSIGNMENT:** 2.0 hours daily – 10 months per year
11:00 a.m. – 1:00 p.m. *subject to change
- SALARY:** \$15.00 to \$17.61 per hour
- QUALIFICATIONS:** See job description on reverse side of this Notice
- TO APPLY:** Submit an application (if one is not on file with the Human Resources Office) and/or letter of interest summarizing your qualifications to Susan Salucci, Assistant Superintendent/Human Resources at the above address.
- APPLICATION DEADLINE** **Until filled**
- INTERVIEWS:** Applicants will be notified

Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.

General Requirements upon Offer of Employment

The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States

Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.

State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.

The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation in the educational programs or activities which it operates

****AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER****

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE: CHILD NUTRITION CASHIER

BASIC FUNCTION:

Under the supervision of the Director of Child Nutrition, performs cashiering and food sales; and related duties as required.

REPRESENTATIVE DUTIES:

Organizes cashiering line. *E*

Prepares, tracks, and punches meal tickets (or inputs computer data). *E*

Collects cash coming in on a daily basis from the students and parents. *E*

Prepares tally sheet and various records according to Federal and District guidelines for free and reduced meals. *E*

Prepares meal tickets by matching with student roster of eligibility. *E*

Assists in notifying parents if temporary or permanent eligibility will be dropped. *E*

At completion of meal, counts and records money and prepares for transport to District Office. *E*

Keeps records of meal charges and contacts parents if necessary. *E*

Communicates with and advises cook in order to balance tray count. *E*

Track adult and miscellaneous food items. *E*

Communicates with kindergarten teachers to track kindergarten snack meals. *E*

Assists Child Nutrition Worker as needed. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Monetary transactions, preparing reports
How to deal effectively with children;

ABILITY TO:

Follow directions;

Use calculator;

Learn to use simple computer program, specific to food service

Keep simple and accurate records;

Establish and maintain cooperative relationships with those contacted in the course of work;

Work effectively with students in a friendly, appropriate manner.

Work cooperatively with others.

EDUCATION AND EXPERIENCE

Completion of formal or informal education sufficient to assure the ability to read, write and speak at the level required for successful job performance.

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