



***Seneca County***  
***Personnel Department***

Tel: 315-539-1710  
Fax: 315-539-1658

1 DI PRONIO DRIVE  
WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR **CASHIER/FOOD SERVICE HELPER**

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. . On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

**Please enter the following as your response:**

- Seneca Falls Central School District or (SFCSD)

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or any equivalent combination of experience and training. Some experience in a restaurant or hotel dining room or in general domestic work is desirable.

**GENERAL STATEMENT OF DUTIES:**

Receives and accounts for money collected for school lunches; Assists in the preparation and serving of food and in the cleaning of kitchen equipment; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves the collection of money for school lunches. A cashier is responsible for an accounting of monies received and the keeping of related records. In addition to cashiering duties, food service duties may include cooking meals with lesser degrees of skill than regularly required of employees with the title of Cook. Direct supervision is received from the cafeteria manager or other school official.

**TYPICAL WORK ACTIVITIES: (Illustrative Only):**

Collects payments for student lunches;  
Supervises the collection of cash from all school lunch sales;  
Sorts and rolls money;  
Is required to do daily reports;  
Is required to operate cash register;  
Is required to assist with the preparation and serving of food;  
May prepare itemized deposit slips and deposit receipts;

May prepare bank reconciliation;  
Serves food on cafeteria serving line;  
Cleans, washes and otherwise prepares vegetables and fruit for cooking;  
Assists in the preparation of salads and desserts;  
Helps cooks in any phase of their duties;  
Washes dishes, pots and pans by hand or machine;  
Sweeps and cleans the kitchens.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of business arithmetic; working knowledge of the proper methods of serving food and of the care of tableware, glassware, silver, and kitchen appliances; ability to accurately handle money; ability to understand and follow simple oral and written instructions; ability to get along well with others, especially children; ability to write legibly; clerical aptitude; mental alertness; neat appearance; tact; courtesy; good physical condition.