

## **JOB DESCRIPTION**

### **CAFETERIA AIDE**

#### **DEFINITION**

Under the supervision of the school principal, maintains required data for cafeteria accounting.

#### **DUTIES**

Duties include collecting money from students for the lunch program and preparing the daily deposit slip prior to pick up by the District Courier, maintaining all required data and preparing necessary reports relating to the cafeteria program. Performs other duties which reasonably relate to the above.

#### **QUALIFICATIONS**

Education equivalent to completion of 12th grade and some applicable experience, education, or training related to the above areas. Ability to understand and work well with adults and children, ability to understand and follow oral and written instructions.