PLEASE POST

TO: Salem High School, Salem Junior High School, Buckeye School, Reilly School Southeast School, Bus Garage, Cafeteria Area of each building, Custodial Room of each building, Maintenance Department, Office of the Treasurer, OAPSE #215 President, and Office of the Superintendent

FROM: Office of the Superintendent
DATE: August 19, 2026
POSITION: Classified staff position starting the 2026-2027 School Year

Three (3) hour per day Elementary cafeteria position is tentatively at Buckeye Elementary.
***This position includes, but is not limited to, server/cashier duties.**
Work hours are 10:30 a.m. – 1:30 p.m. when school is in session.

JOB DESCRIPTION: **Primary responsibility of the cashier is to provide the service of accurate accountability of the building cafeteria's daily receipts. This function is to be accomplished within the guidelines of the Salem Board of Education Policy and Administrative Guidelines**.

QUALIFICATIONS: Must have basic math skills not limited to multiplication and division, be reliable and prompt and have the ability to follow posted schedules; be flexible to work special functions that take place after hours and on weekends; have the ability to work with limited supervision; be willing to be trained in the Safe Serve and food program as required by the Health Department; maintain clean clothing and personal habits; work in a sanitary manner; demonstrate responsible behavior and care for all kitchen equipment; exhibit attention, kindness and consideration to students at all grade levels.

RESPONSIBILITIES OF A SERVER/CASHIER:
1. Process and receive breakfast and lunch line receipts each day.
2. Insure to the District that meal time receipts match the totals according to P.O.S. recap information.
3. Prepare receipts and deposit information after each meal session for the bank deposit.
4. Prepare change box for each day's use and insure daily that the "drawer bank" balances and zeros.
5. Prepare all condiments/snacks/ice cream and line set-up according to daily needs.
6. Records and monitors snacks and ice cream. Insures appropriate levels of these products are ordered, distributed, rotated and inventoried.
7. Maintain a friendly customer-service, satisfaction-driven work philosophy.
8. Must be prompt and accurate with all daily and monthly paperwork as required by the District.
9. Maintain a clean, clutter-free work space and insure proper care of all equipment.
10. Be physically able to lift 50 lbs. a minimum of 3 feet and/or push, pull or drag 50 lbs. a minimum of 50 feet.
11. Assist in food product rotation, inventory analysis and distribution services.
12. Follow Board Policy, Administrative Guidelines, and the Negotiated Agreement for the operation of the food services department.
13. *Perform all other duties as directed by the Food Service Director/Building Principal.

The deadline for this position is 3:00 PM on Friday, August 21, 2026.
Please contact the Superintendent's Office if you have any questions.
Letters of interest can be emailed to Terri Roberts at robertst@salem.k12.oh.us
or dropped off at the Superintendent's Office