

**REGULATION  
STAFF--JOB DESCRIPTION--  
LUNCH COUNT AND LUNCH FUND FINANCIAL CLERK**

Title: Lunchroom Checker

Qualifications: Demonstrates aptitude for and proficiency in basic bookkeeping procedures.

Reports to: Superintendent

Job Goal: To provide an efficient record of food service usage and accounting for monies received.

Performance Responsibilities:

1. Recognize and be able to call by name every student and employee of the district.
2. Record every student, employee and guest who eats breakfast or lunch in the school lunchroom every day.
3. Total free, reduced and paid meals for students and adults. Check with lunchroom manager to balance both records with identical amounts.
4. Fill out forms to be used for lunch program records.
5. Count and receipt all monies received each day.
6. Total all monies and receipts taken each week and deposit with superintendent's secretary. Monies and receipts shall be balanced a second time in the superintendent's office.

Terms of Employment: School Days

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on non-certified personnel.