



Lunch Service Cashier Employment Opportunity

Job Title: Lunch Service Cashier
Reports To: Lunch Service Supervisor
Prepared Date: 05.2023

Position Overview

Open Door Christian Schools is seeking a part-time Lunch Service Cashier for the 2023-2024 school year who will be responsible for processing food/beverage selections and ensuring all food/beverage items selected by patrons are properly processed. The Lunch Service Cashier will also assist the Lunch Service Supervisor with set-up and clean-up procedures as indicated. Lunch Service Cashier will be an Evangelical Christian who embraces the mission of the School, which is to equip disciples through exemplary education.

Type of Position

The Lunch Service Cashier position is a part-time, nonexempt position that is paid an hourly rate.

Required Spiritual Qualities

- Has received and acknowledges Jesus Christ as his/her personal Lord and Savior.
- Seeks to live a life as His disciple.
- Stands as a positive Christian role model for students, staff and our larger community.
- Regularly attends church with a congregation that has a statement of faith consistent with the School's statement of faith.
- Demonstrates by example the importance of the Scriptures in the daily life of a believer.
- Agrees and supports the ODCS Statement of Faith and Employee Lifestyle Statement.

Required Professional Qualities

- Holds, at minimum, a high school diploma.
- Promotes a positive attitude about the School, its lunch program, and its employees and students.
- Agrees to abide by School policies and procedures.
- Commits to excellence, efficiency, customer service and the School's shared values.

Essential Job Functions

- Processes all food/beverage items selected through the School's lunch service software system.
- Ensures all food and beverage items selected by all patrons are properly charged and processed.
- Adheres to account alerts on student accounts regarding limitations on food purchases.
- Adheres to School policy regarding processing meals for students who do not have money loaded onto their lunch accounts.
- Adheres to School policy regarding sales of additional entrees.
- Assist in daily set-up and clean-up procedures as assigned.
- Maintains confidentiality of student and faculty information.
- Attends meetings, chapels, prayer times and Bible studies as required.
- Performs other duties as assigned.

Contact Information

Interested candidates should submit a cover letter, resume and the Non-Certified Application (which may be found at odcs.org under "About" and then "Career Opportunities") to:

Jayson Bendik, Director of Policy & Operations
Jayson.bendik@odcs.org