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# **CNS CASHIER WORK INSTRUCTION (CNS-W001)**

DCSS – Child Nutrition Services

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## **1.0 SCOPE:**

- 1.1 This procedure applies to cashiers working in the cafeteria lines at schools.

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## **2.0 RESPONSIBILITY:**

- 2.1 Director of Child Nutrition Services
- 2.2 Senior Lead Supervisor
- 2.3 Site Supervisor
- 2.4 CNS Technology Specialist

## **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Child Nutrition Services

## **4.0 DEFINITIONS:**

- 4.1 None

## **5.0 PROCEDURE:**

- 5.1 Turn on the computer.
- 5.2 Locate your name in the scroll bar and click on it. When your name comes up, type your password in the window and press OK, this will take you to FastLane.
- 5.3 Click on the "OPEN TERMINAL" button.
- 5.4 Ensure that the correct date appears, modify if necessary, and then click on OK.
- 5.5 Select the "MEAL PERIOD" you are serving.
- 5.6 Click "ENTER" on the "enter till amount" screen since we aren't putting in money.
- 5.7 You are now ready to begin serving.
- 5.8 When you are finished serving, click on the "EXIT" button on the process sales screen.
- 5.9 Next, click on the "CLOSE TERMINAL" button.
- 5.10 You are now ready to count your money.
- 5.11 Enter all change and dollar amounts by the number of coins and bills, NOT the amounts.
- 5.12 Click on the "enter check amounts" and put in all the checks you collected for the day.
- 5.13 When you are finished, click on the "EXIT" button.
- 5.14 Now, click on "EXIT/LOGOUT" if you are finished for the day.
- 5.15 You will be prompted to ensure that you want to logout, click on YES.
- 5.16 To turn off the computer, click on the START button and then select SHUT DOWN.

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### **6.0 ASSOCIATED DOCUMENTS:**

6.1 To be added

### **7.0 RECORD RETENTION TABLE:**

<b>Identification</b>	<b>Storage</b>	<b>Retention</b>	<b>Protection</b>	<b>Disposition</b>
To be determined				

### **8.0 REVISION HISTORY:**

<b>Date:</b>	<b>Rev.</b>	<b>Description of Revision:</b>
15-Dec-02	A	Initial Release
23-Feb-09	B	Changes in section 2.0, added Senior Lead Supervisor, Site Supervisor, and CNS Technology Specialist.

**\*\*\* End of Work Instruction \*\*\***