



Position Description

Position Title:	Cashier		
Department:	Dining Services	Reports To:	Dining and Catering Manager
Classification:	Non-Exempt	Revision Date:	March 2019

Position Overview

Dining Services:

Receives cash or charges from residents, visitors, volunteers and employees in payment for food purchased in Havenwood's Main Street Café and the Heritage Heights Dining Room. Cleans and organizes dining room tables. Replenishes napkins, sugar, salt and pepper shakers and silverware. May need to notify Supervisor if Buffet items are running low. Relays comments and/or complaints about meal service to Supervisor. Must be flexible as situations arise and perform other duties that may need to be accomplished within the department or as assigned by the Supervisor.

Principle Duties and Responsibilities

1. Accepts money, charge service slips, gift certificates, coupons and other approved substitutes for cash. Makes change, and issues receipts to residents and employees as requested. Gives cash refunds to customers as needed, and records through cash register. Voids incorrect entries through cash register.
2. Records amounts received and prepares reports of transactions.
3. Records and verifies cash on hand prior to daily sales, and at the end of day.
4. Picks up and delivers cash bag to accounting office by established deadlines.
5. Accurately tallies all MDR menus and records results on the appropriate tally sheets as assigned.
6. Portions, labels, dates and presents food, beverages and desserts as well as sets up and breaks down service areas as assigned.
7. Cleans and sanitizes all work areas including tables and chairs.

Competencies

- Customer Focus
- Time Management
- Teamwork Orientation
- Flexibility
- Communication Proficiency
- Composure

Qualifications and Skills

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Ability to read and comprehend simple instructions.
- Experience using a cash register preferred.
- Must be able to observe infection control procedures related to the Dining Services Department.
- Must abide by the proper dress code.
- Must accept and be supportive of the Dining Services Department's goals.
- Ability to interact with residents and staff.
- Must possess sensitivity and relate well to resident's needs.
- Must possess the ability and willingness to follow procedures and schedules as posted.
- Must possess high personal standards of cleanliness and maintain a clean, safe working area.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Regularly required to use hands to finger, handle, or feel objects, goals, or controls; reach with hands and arms; and talk or hear. Frequently required to stand and walk. Occasionally required to sit. Specific vision abilities required by this job include close vision.