



CAL MARITIME

Student Cashier

Job Title: Student Cashier

Reports to: Food Service Director / Assistant Manager / Chef Manager

Summary: Performs cashiering duties including cash transactions, verifying banks, accurately giving change, counting cash receipts and filling out cash reports. Maintains sanitation standards in the preparation, service and dining room facilities. Cashiers are the first associate to interact with customers and ensure our guests leave the servery "Happy". Our cashiers have been empowered to credit or comp meals in order to keep our clientele feeling they have received the best service available. Cashiers know the "if you see a problem, you own it" rule and act accordingly.

Supervisory Responsibilities: None

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Carefully enters all sales into the cash register to ensure that all purchases are accurately recorded
- That all students on meal plans have their meal cards.
- Makes change, accepts checks, adds value to debit cards, and issues receipts to customers
- Responsible for all assigned change funds and cash receipts ensuring that cash drawer is in compliance with overage/shortage standards
- Able to perform arithmetic operations involving all United States monetary units (add, subtract, multiply, divide). Must be able to differentiate between monetary units
- Must have the ability to observe customer purchase in the café line and to differentiate between standard portions.
- Follow standard procedures for issuing cash refunds
- Must assure compliance with company service standards, and company inventory and cash control procedures.
- Performs sales transactions in a reasonable and timely fashion
- Follows procedures for the proper set-up and clean up of dining center serving lines
- Maintains work area, equipment, and dining facility in a clean and presentable manner
- May be required to replenish condiments, beverages and general supplies while maintaining cleanliness of service area

Food Safety/Sanitation

- Responsible for ensuring proper presentation, portion control, and maintenance of proper serving temperatures – follows HACCP standards
- Maintains sanitation and orderliness of all equipment, supplies and utensils within work area
- Handles food items appropriately during preparation
- Ensures proper food preparation by utilizing approved recipes and in following prescribed production standards
- Keeps display equipment clean and free of debris during meal service as assigned
- Cleans equipment, as assigned and in a timely fashion
- Cleans workstation thoroughly before leaving the area for other assignments

Customer Service

- Represents company in a courteous, efficient, and friendly manner in all customer and employee interactions

- Interacts with customers in a manner to ensure customer satisfaction
- Greets customers courteously
- Serves customers quickly, Does not allow back-ups or snags in serving lines
- Serves customer food and beverage orders quickly, in proper portions, in a courteous demeanor
- Demonstrates a complete understanding of daily menu items and explains same to customers accurately
- Relays relevant comments from customers directly to supervisors
- Interact with customers and resolves customer complaints in a friendly and service oriented manner
- Consistently exhibits the ability to keep up with peak cafeteria hours and does so calmly, accurately and efficiently
- Checks to ensure that all display foods are merchandised attractively per standards
- Serve food neatly and attractively per standard

Physical Safety

- Ensures corporate and OSHA safety standards are followed
- Follows principles of sanitation and safety in handling food and equipment
- Cleans up spills in the servey, dining area, his/her own work area immediately.

Corporate Standards

- Completes shift work, as assigned, in a timely and thorough manner in accordance with department standards
- Informs chef, supervisor, in a timely manner when supplies are low
- Follows and observes all company policies and procedures
- Follows company standards for attendance and punctuality
- Maintains professional appearance at all times, clean and well groomed in accordance with company standards
- Develops a positive working relationship with fellow workers and customers and avoids conflict
- Attends C.H.A.T. and all other training sessions
- Assist other functions as needed

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to rate, ratio, and percent and to draw and interpret bar graphs.

Language Skills:

Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers. Ability to speak simple sentences.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to walk. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

