

## Cashier I

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<b>Job Title:</b>	Cashier I	<b>Reports To:</b>	Executive Chef or assigned Culinary Leads
<b>Sector(s):</b>	Chartwells Higher Education	<b>Prepared Date:</b>	2/2012
<b>Job Code(s):</b>	8000026	<b>FLSA Status:</b>	Hourly Nonexempt / Part Time

### Duties responsible for:

- Communicate to Associate Director, Administrative Assistant or Director of Dining Services any departmental, safety and sanitation needs or issues immediately.
- Primary Duty is to monitor and regulate all customers and student activity to assure proper payment method is collected. (I.e. Meal Swipe, Bonus Bucks, Credit, Cash, Check or Meal Pass). Verify picture ID to assure rightful owner on all Checks, Credit Cards, and Student ID's.
- Must be efficient in cash handling standards signing twice annually Compass Cash Handling agreement with a comprehensive understanding of enforcement policies on Cash Handling violations.
- Help monitor Beverage Station to assure areas are stocked and maintained with appropriate product prior to meal start or as needed, utility will be responsible for refilling and cleaning of station.
- Help monitor Guest Bathrooms during service to assure areas are cleaned, stocked and maintained prior to meal start or as needed, utility will be responsible for cleaning and restocking duties of restrooms.
- Responsible at shift end for aiding in sweeping, moping, or cleaning common areas of dining room.
- Cleaning of Glass doors and windows at shift end or as needed.
- Assure all cleaning aids are stored properly in designated areas at shift end.
- Keep safety in mind, safety aids are provided to prevent personal injury, the job requirement necessitates all safety aids provided be used at all time.
- Assist in other areas of the operation as needed.
- Availability to work a flexible schedule, including nights, weekends, & holidays.

### Skills

- Experience as roundsman preferred.
- Maintains Chartwells Hospitality Standards
- Displays a positive and enthusiastic approach to all assignments.
- Must work well with others and have good communication skill.
- Presentation and customer service skills are imperative.
- Exhibits a cheerful and helpful manner when dealing with customers.
- Ability to lift, bend and carry up to 50 lbs.

**Physical Demands:** The physical demands described here are representative of those that must be met by an associate 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 associate is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee frequently is required to walk and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an associate encounters while performing 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 associate is frequently exposed to moving mechanical parts and extreme heat. The employee is occasionally exposed to wet and/or humid conditions and extreme cold. The noise level in the work environment is usually moderate. The employee frequently has hands in hot soapy water and/or cleaning and sanitizing chemicals.

**Disclaimer:** This is not necessarily an exhaustive list of all responsibilities, skills, tasks, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to modify essential functions of the job, or to require that other or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel, workload, rush jobs or technical developments).

**Chartwells promotes an environment free of discrimination and open to communication. Compass has an Open-Door Policy. If you have any questions direct them to your immediate supervisor. If you have a concern, which cannot be satisfied by your immediate supervisor, you may contact your District Manager, Regional Director, or the Human Resources Service Center at 877-311-4747.**

**I have read the above job description and can perform the essential functions of the job with or without reasonable accommodation:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I require the following accommodation:

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