Cashier, Marketplace – Part Time

CAMPUS DINING

POSITION SUMMARY

Reports to the Marketplace Service Managers & the Associate Director of Campus Dining. Processes customer sales at the point of sale register for the Marketplace dining facility. Will train casual employees, restock food products & supplies & perform general cleaning duties. Responsible for accuracy of cash & debit transactions.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Essential Functions

1. Counts opening cash bank. Accurately and quickly processes customer cash and debit transactions during service hours in the Marketplace, using the Micros 3700 of sale system. Reconciles cash and debit transactions at the end of shift. In consultation with supervisor or manager on duty, accounts for discrepancies. Deposits cash according to established procedures. [1], [3], [5]

2. Provides customer service in a positive & professional manner. Assists customers with their questions, problems and requests. Enforces policies. Watches for customer theft. Alerts management of problems. [1], [3], [5]

3. Trains & oversees front of the house casual employees. Reports problems to management. [2]

4. Restocks food and supplies between busy periods. Informs other staff of food and supply shortages when unable to leave the cash register. [2]

5. Cleans cashier stand, condiment stand, ice cream display freezer and other areas as needed at beginning and end of shift and between busy periods. [2]

6. Ensures staff, guest, food, equipment & facility safety at all times. Performs all duties in a safe manner. Provides assistance to identify and prevent hazards. Uses proper safety signs & equipment. [5]

The following job accountabilities may be reassigned:

1. May be reassigned to cashier at the Tiger Cooler.
2. May be reassigned to events services as needed.
3. Performs other duties as assigned or requested.

ADA Footnotes (use all that apply to each accountability listed above):
1. Performance of this function is the reason that the job exists.
2. There are limited employees among whom the performance of this function can be distributed.
3. This function occupies a great deal of the employee’s time.
4. This function is highly specialized. Employees are hired for the skill/ability to perform this function.
5. Failure to perform this function may have serious consequences.
6. The function is included in the terms of a collective bargaining agreement.
7. Exposure to blood borne pathogens that requires use of personal protective equipment.

**QUALIFICATIONS**

High school diploma or equivalent combination of education and experience required. Two or more years of experience in food service operations in a busy environment. Must be able to ring up sales quickly and accurately. Must have math skills to accurately reconcile cash and debit reports. Must have excellent interpersonal and communication skills, both written and oral. Requires the ability to work effectively with a diverse work force and customer base. Must be highly motivated and solution oriented with a high degree of integrity, ethics and dedication to the mission of the College. Must be in excellent physical health & be able to lift up to forty pounds repetitively. Must be able to read, write, and converse fluently in English.

**APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu and frazierr@oxy.edu.

**Hourly pay rate:** $14.25/hour

*Satisfactory completion of a background check is required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.*

*We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.*