



TIGER COOLER CASHIER

Campus Dining

POSITION SUMMARY

Reporting to the Associate Director of Campus Dining, and the Tiger Cooler Supervisors, processes customer transactions at the point of sale register. Responsible for the accuracy of debit and cash transactions. Expedites food orders. Restocks food products, condiments and supplies. Performs general cleaning duties.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

1. Counts opening cash bank. Quickly and accurately processes debit and cash transactions using the Micros point of sale system. Reconciles the cash bank at the end of shift. In consultation with the supervisor on duty, accounts for any discrepancies. Deposits cash in accordance with established procedures.
2. Provides customer service in a positive and professional manner. Expedites customer food orders, collecting matching receipts and ensuring the accuracy of orders. Assists customers with questions, concerns and requests. Enforces policies. Helps protect against theft or other product loss. Alerts the supervisor on duty of any concerns.
3. Restocks food and supplies at the beginning, end and as needed throughout each shift. Informs the supervisors of any supply shortages. Asks for assistance when unable to leave the cashier work area.
4. Maintains a clean and sanitary work area. Cleans the cashier counters and equipment, condiment stands, napkin and condiment dispensers, ice cream freezer and other surrounding areas as needed before, during and after each shift.
5. Ensures staff, guest, food, equipment and facility safety at all times. Performs all duties in a safe manner. Aids in identifying and preventing hazards. Uses proper safety signs and equipment.
6. Contributes to a positive and cooperative work environment. Assists other team members with major campus events, catering, theme meals, special projects and peak workload periods. May be reassigned to work in the JSC Kitchen or Marketplace, the Coffee Cart and in Events Services as needed.

QUALIFICATIONS

Minimum qualifications:

- High school diploma or equivalent.
- Two or more years of relevant work experience, preferably in a busy food service environment.
- Able to process debit and cash transactions quickly and accurately.
- Math skills to accurately reconcile debit and cash transactions, and to identify any discrepancies.
- Able to read, write and converse fluently in English.
- Excellent interpersonal and communication skills, both written and oral.
- Must be in good physical health, able to stand for extended periods of time to and able to lift up to 40lbs. repetitively.
- Able to work effectively with a diverse work force and customer base.

APPLICATION INSTRUCTIONS

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

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/humanresources/benefits-information>.

All qualified applicants will be considered for employment, 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.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are 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.