

THE GEORGIAN PEAKS CLUB

CASHIER JOB DESCRIPTION

Date Reviewed: **October 2016**

BASIC FUNCTION

To ensure proper payment for all food & beverage service to Members, Guests and Staff in a courteous and professional manner.

MAJOR ACTIVITIES/TIME

1. Ensure that Point of Sale area is properly stocked and replenished as required. Responsible for ensuring that float is correct each morning and proper change is maintained throughout day. Responsible for coffee preparation and stocking of all baked goods, hot drink supplies and confectionary supplies. 20%
2. Process cash, credit card, debit card and Member charges accurately and efficiently for all customers. Ensure that end of day sales report is completed in full and accompanied by all necessary documents (i.e. Void chits, Credit card slips & cashout, Jonas cashout report, etc) and submitted to Accounting Dept. 70%
3. React to Member, Guest and Co-Workers needs in a responsible and diplomatic manner. 5%
4. Ensure that all equipment is operating properly and operated only by those Individuals who have been properly trained. Report any problems to F&B Manager. 5%

RELATIONSHIPS

In order to perform this job effectively, Cashiers must be in contact with Members, Guests, F&B Staff, Chef and Management.

KNOWLEDGE & EDUCATION

Knowledge of Jonas POS system an asset. Excellent customer service skills, general aptitude for math and making change.

DAILY DUTIES

- Be ready to start work at time scheduled, not later.
- Punch in on timeclock and attach punchcard to timecard
- Pick up and verify float from cash room or Supervisor (\$250)
- Obtain any necessary change from Accounting Department
- Log onto Jonas system and start credit card machine (if one in location)
- Set up confectionary items and baked goods
- Prepare coffee and hot drinks as required
- Check for adequate hot drink supplies and replenish as necessary
- Ensure that adequate supplies on hand for POS sales (pens, printer rolls for Jonas printer and credit card terminal)
- Confirm daily specials and pricing each morning for breakfast & lunch specials, soup of the day, etc.
- Inform Café Cleaners if hot chocolate, cream, sugar, utensils, dishware or paper goods require replenishing
- Report any problems with equipment to Chef or Management. Do not attempt to repair it yourself. All service to equipment should be done by qualified staff only.
- At the end of the shift, all equipment should be turned off, all confectionary items should be returned to secured storage area
- Complete cashout in accordance with procedures outlined in cashier training manual
- Offer assistance to any other Team Members who could benefit from your assistance.
- Complete your timecard and let Supervisor know that you are leaving.