



JOB REQUIREMENTS :

Title: Cashier/Counter Attendant

Reports to: Manager

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

- Flexible schedule required. Should be available mornings and/or afternoons, nights, weekends and select holidays
- Greets all customers politely when they enter the restaurant
- Work as a team player to facilitate a pleasant experience for guests
- Friendly, outgoing personality, presentable appearance and personal cleanliness are necessary
- Great communication skills are a must
- Full working knowledge of menu in order to answer customers' questions and provide menu suggestions
- Up-sells in-store promotions, when applicable.
- The ability to take direction and work quickly and efficiently under pressure
- Takes customer orders at counter, over the phone, to include delivery orders, through POS system
- Maintain Online orders through the POS system
- Take accurate phone orders
- Deliver/serve food to dine in customers (10 seat dining room)
- Monitors and checks all take out & delivery orders before sending to customer
- Pick up and place orders in to go containers and bags for carry out
- The Restaurant Cashier is in charge of the register. Must be competent with computerized register system and have good cash handling skills.
- Takes money from customers and provides correct change
- Processes cash, credit card and gift card transactions
- Keeps track of cash drawer and ensures it is balanced at the end of the shift.
- Responsible to maintain and complete all Front of the House Side Work, to include keeping a neat and clean counter and dining area, restocking all take out dry goods and beverage cooler, e.g. napkins, straws, lids, to go bags and sweeping and mopping the floor regularly
- Inventories supplies and goods, when necessary

Experience

- Restaurant experience helpful
- Customer service experience helpful

Required Skills

- Must be 18 years of age
- Ability to communicate in English
- Spanish helpful
- Fundamental reading and writing; able to follow written or verbal instructions
- Fundamental math comprehension
- Must be able to follow directions
- Demonstrates strong customer service and interpersonal skills
- Is able to communicate effectively to a variety of clientele

Physical Demands. Other duties may be assigned.

- Able to do repetitive work
- Be able to work in a standing position for long periods of time, e.g. work up to 5-hour shifts without a break
- Must be able to access all small wares or product at varying heights of storage

NOTE: 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.

Work Conditions

- Arrive 15 minutes prior to assigned shift
- Able to work in a high, fast-paced environment, sometimes stressful
- Flexible with job duties
- Able to multi-task
- Be able to self-motivate in work environment
- Complete work required within a limited space
- Complete work required within a limited time