

Position Title: Cashier II**February 2006**

Position Summary: *Describe the positions purpose and overall role in the organization. Identify major job objectives and initiatives.*

- Serves as a lead cashier by guiding and assisting in the training of entry-level cashiers.
- Work is distinguished from lower level cashiers as it involves cashiering responsibilities of non-routine receipt, disbursement, recording of funds.
- Operates a cash register (or equivalent), receives payments of cash, checks and charges from customers or employees for goods or services, making change and issuing receipts or tickets to customers.
- Provides the highest quality of service to customers at all times.
- Records amounts received and may be expected to total and summarize funds received, endorse checks, prepare bank deposits and verify cash at the beginning of a shift.
- Maintains proper security of cash at all times.
- Understands and follows Sodexo cash handling policies and procedures.
- Assists in locating, reconciling and verifying the accuracy of transactions and operate equipment with peripheral electronic data processing.
- May also be required to prepare for service before the meal and clean the dining room after the meal (wiping tables, vacuuming the floor, cleaning chairs, and otherwise, ensuring the acceptable appearance of the dining area).
- May set-up and stock the beverage area or other assigned areas.

Typical Knowledge and Skills: Identify the qualifications to competently perform the job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Learns and applies procedures and processes to meet the requirements for the position. Focuses primarily on own area of specialty. Ability to calculate numbers, correct entries, and post to records. Ability to effectively communicate accounting information, policies, and/or procedures in a manner easily understood by the customer.

Typical Requirements:

- Education or Equivalent Experience: High School diploma or GED or equivalent experience.
- Supervisor/Managerial Experience: None
- Function Specific Experience: At least 1 year of related work experience.
- Certification Requirements: None

Supervision: *Identify the level of supervision received and provided.*

Supervision Received: Supervisor provides general supervision with instructions given for routine work and detailed instructions given for new lines of work or special assignments.

Supervision Provided: Assists in training, assigning and checking the work of lower level employees.

Working Conditions: *Describe the physical environment in which the job works and any special physical qualifications required (safety hazards, visual/hearing acuity or unusual conditions).*

Work is performed in an area that is adequately lighted and ventilated.

Physical Demands: Specific physical characteristics and abilities are required to perform the work, such as agility, dexterity and long periods of walking, standing, bending, carrying or lifting supplies and equipment weighing 30 pounds or more.