

Position Title: Café Cashier

Job Summary:

The Cashier is responsible for providing fast and courteous service to patrons by performing the following duties. The Cashier promotes an enjoyable atmosphere by providing excellent customer service, utilizing safe work practices and a demonstrated commitment to the mission and guiding principles of Saint John's Program For Real Change.

Duties and Responsibilities:

- Schedules dining reservations and arranges parties or special services for diners.
- Greets guests, provides menus and places food and beverage orders.
- Works with all staff to ensure prompt and courteous service to patrons.
- Inspects dining room serving stations for neatness and cleanliness, and other dining room supplies for tables and serving stations.
- Prepares beverages and expedites food orders.
- Collects payment from customers.
- Totals receipts, at end of shift, to verify sales and clears cash register.
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

Qualifications:

Service - Is the role model for outstanding service. Pro-active in solving customer problems and satisfying customers in various situations. Maintains high cleanliness standards consistently throughout the store in the areas of store appearance, merchandise and equipment.

Education/Experience - High Schools Diploma or GED and 1-2 years retail experience required.

Information Technology - Proficient on a computer; familiar with software programs such as Microsoft Word, Excel, Outlook.

Schedule/Availability - Must be able to work overtime, including weekends, evenings and special events as needed.

Communication - Must have excellent verbal and written English communication skills.

Compensation: \$11.00/hour

To Apply: If you meet the qualifications described herein, please submit in your resume/cover letter, and complete the questionnaire using the link provided:

<http://hrtogo.agileats.com/CareerPortal/JobDetail.aspx?RequisitionId=11181&SourceId=1301>