

FREDERICKSBURG FIELD HOUSE

Job Description



Job Title	Cashier
Department	Food & Beverage
Location	Fredericksburg, VA
Reports to	Food & Beverage Director

Level	Type of position:	Travel	Amount Required:
	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary		<input checked="" type="checkbox"/> None <input type="checkbox"/> Minimal <input type="checkbox"/> 25%-50% <input type="checkbox"/> 50% or more
Grade	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		

JOB DESCRIPTION

The Cashier is responsible for providing guest service, receiving and processing payments, and serving food and beverages in a timely manner. The Cashier reports to the Food & Beverage Director.

RESPONSIBILITIES

- Operate cash register and Point of Sale System
- Provide excellent guest service
- Serve food and beverages in a timely manner
- Open and close the Front of the House
- Clean and maintain the Front of the House
- Clean and maintain the lounge area
- Adhere to all local, state, and federal regulations related to alcohol license
- Organize, stock, and control inventory
- Cater special events
- Communicate with managers regarding Front of the House issues
- Complete special projects and daily assignments as directed by the Food & Beverage Director and/or the General Manager

REQUIREMENTS

- Must have strong guest service skills
- Ability to maintain focus in a high-volume, fast-paced environment
- Ability to multi-task
- Must be a team player
- Must have basic mathematical skills
- Must be at least eighteen (18) years old
- Must have a Food Handlers Certification
- Must be able to work irregular shifts to include, nights, weekends, and holidays as needed

Physical Requirements

- Must be able to carry, lift, kneel, reach, squat, stand, and/or walk for the duration of the shift (8 or more hours)

I _____ (Employee's Name), hereby certify that I understand and agree to abide by the terms and conditions of my employment set forth in this agreement.

Employee's Signature

Date

Manager (Print Name)

Title

Manager's Signature

Date

Human Resources (Print Name)

Human Resources' Signature

Date