

BRUNSWICK COMMUNITY COLLEGE

Job Description

Job Title: Cashier
Reports to: Cafeteria Manager

FLSA: Non-Exempt
Date: September 2016

The incumbent in this position is expected to support the College in achieving its mission and goals. Student focus, college services, and a willingness to assist as needed are expected from all employees.

GENERAL FUNCTION:

To calculate and process the guest transactions of menu selections in the cafeteria. To maintain the retail front of the cafeteria. This position will process guest transactions of purchased menu selections to include: ring up of sale, tender of money or processing of credit card or payroll deduction.

ESSENTIAL DUTIES:

- Ability to set up counters and restock counters for serving purposes
- Ability to help maintain the sanitation and cleanliness of the kitchen and cafeteria
- Ability to maintain the kitchen area and cafeteria in a clean and sanitary condition, especially the main area of assignment
- Assist with catering and special function activities
- Separate, count and reconcile cash with register tapes
- Provide a positive student-centered, service-oriented, and professional atmosphere
- Other duties may be assigned by supervisor.

MINIMUM REQUIREMENTS:

- High school diploma or GED
- Knowledge or ability to be trained in operation of cash register, accounting for cash money and reconciling cash register tapes with cash each day.
- Successful food handling and serving for mass feeding operation.
- Ability to perform kitchen duties as a helper, attention to detail
- Must be able to lift 20 pounds

WORKING CONDITIONS:

- Frequently standing at workstation

A completed and signed Brunswick Community College application, transcripts, a letter stating your qualifications related to the position requirements, skills and abilities and résumé are required. Applications may be found online at www.brunswickcc.edu. Applicants should send all documents and inquiries to Employee Services, Brunswick Community College, PO Box 30, Supply, NC, 28462. Telephone: 910.755.7300.

BCC is an Equal Opportunity Employer