

POSITION PROFILE

Position Title: Cashier I

February 2006

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

- 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.
- Maintains proper security of cash at all times.
- Understands and follows Sodexo cash handling policies and procedures.
- May assist 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, 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.*

Applies basic skills appropriate 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: 0 - 1 year of related work experience.
- Certification Requirements: None

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

Supervision Received: Supervisor provides close supervision involving detailed instructions and constant checking on work performance.

Supervision Provided: None.

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.