

ETHOS VEGAN KITCHEN
JOB DESCRIPTION
CASHIER

Title:	Cashier
Reports To:	General Manager, Manager, Key Employee (Manager-On-Duty)
Schedule Range:	One half hour before opening to one hour after closing
Employment Type:	Full-Time or Part-Time
Compensation:	Hourly Wage, based on tenure and experience, plus tips

POSITION SUMMARY

Take guest orders and collect payment. Prepare and package food for take-out. Maintain cleanliness and working order of takeout counter service area. Perform other duties as needed.

DUTIES & RESPONSIBILITIES

- Take food and beverage orders from guests and accurately enter orders into our point-of-sale system. Accept and process guest payment.
- Inform guests of daily specials and menu changes, and offer guest recommendations when requested.
- Answer guest questions about our food, beverages, facilities and other restaurant functions and services in an accurate and friendly manner.
- Thank guests for their visit and invite them to return.
- Respond promptly and courteously to any guest requests.
- Fill drink orders.
- Package food in a timely, efficient and sanitary manner.
- Answer and handle incoming telephone calls.
- Assist with dining room operation, including expediting and running food.
- Maintain a clean, organized and sanitary takeout counter service area, and maintain adequate levels of supplies.
- Complete opening and/or closing task checklists.
- Perform side work as required.
- Be able to bank out properly, following cash handling protocol.
- Inform Manager-on-Duty immediately of supply shortages or equipment problems.
- Perform other duties as assigned by the Manager-on-Duty.
- Report to work on time as scheduled, in uniform, and ready to work.
- Comply with all company policies and attend all scheduled employee meetings.

QUALIFICATIONS

- Have a minimum of one year experience in a service restaurant environment.
- Possess excellent people skills.
- Be able to work effectively as part of a team.
- Possess basic math skills and have the ability to handle money and operate a point-of-sale system.
- Be able to stand, walk, lift and bend for long periods of time.
- Be able to easily lift and carry up to 40 pounds.
- Be able to reach, bend and stoop.
- Be able to communicate clearly and effectively in English.
- Be at least 18 years of age.