

UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT

JOB DESCRIPTION

Job Title: Cashier/Expeditor/ID Checker

Department: Cellar Tyler Haynes Commons

Manager: Bev Binns

Phone: 287-6820

Job Summary: Applicants must be 21.

Will be trained to rotate between Cashier, Expo, and ID Checker positions. Will take To Go orders, cash out all cash register transactions, garnish and present food for pick-up by servers and bartenders. Run food when necessary. Position also includes being stationed at one of 2 doors. IDs will be checked when all guests enter the Cellar, and NO alcoholic beverages are allowed outside the doors.

Specific Duties:

- 1) Answer phone and greet guests at To Go window, taking To Go orders.
- 2) Ring orders accurately, efficiently and quickly.
- 3) Garnish To Go orders when ready.
- 4) Deliver To Go food to guests as they arrive for pick-up.
- 5) Cash out All transactions for To Go service and for servers.
- 6) Garnish all food as it comes into the window, both hot and cold items.
- 7) Arrange orders with tickets on trays for server pick-up. Run food if necessary.
- 8) Run bartenders food to bar when garnished and ready.
- 9) Help with set-up and close of designated area(s).
- 10) Responsible for Cash drawer, balancing it with a manager when shift is over.
- 11) Check IDs of all guests entering The Cellar. An armband will be given to those 21 years and over. A black X will be placed on the top of the hand of those that are under 21 years old.
- 12) Present a positive image of The Cellar and The University of Richmond at all times.
- 13) Work as a Team with other Cellar staff.

Qualifications:

Preference will be given to first year and other Law Students. This position could lead to a Bartending position in the future.

Will be trained on all aspects of all 3 jobs. Some restaurant and cashier experience is helpful. Must be responsible for a cash register drawer, balancing it at end of shift with manager. This person will work 2-4 shifts per week, shifts will be 5-8 hours each, must alternate between the 3 positions.

Student Employment Office Use Only:

Wage: \$6.80

Index: 2833

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