

Job Title: Food Service Cashier

Reports to: Food Service manager

Job Overview:

Food cashiers manage all monetary exchanges in the restaurant by taking orders and ringing up transactions. Can follow directions and achieve goals. Demonstrates strong customer service and interpersonal skills. Is able to communicate effectively to a variety of clientele.

Responsibilities and Duties

- Greets all customers politely when they enter the restaurant
- Transfers orders to the kitchen to ensure their preparation.
- Monitors orders and ensures their prompt delivery.
- Listens to and resolves customer complaints, suggestions, and inquiries.
- Keeps the counter and dining area neat and clean.
- Sweeps and mops the floor regularly.
- Restocks napkins, straws, lids, and other supplies in the dining area
- Able to stand for long periods at a time.

I, (insert employee's name), understand my responsibilities and duties as a (Cashier). I, the undersigned, agree that I am physically and mentally capable of fulfilling my responsibilities.

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Employee

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Manager

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Date