

MARIAN UNIVERSITY

Position Title: Cashier
FTE: 1.0
Department: Food Service
Reports To: Director of Food Operations
FLSA: Non-Exempt

This position promotes and supports the learning experience of Marian University students by providing excellent customer service and radical hospitality while reconciling entrance payment and other tasks to support the execution of the meal plan.

ESSENTIAL FUNCTIONS:

1. Provides excellence in hospitality. Greet and thank all guest entering the dining hall; help educate guests on meal plan & departmental policies
2. Reconcile multiple payment forms including cash sales, credit card, service order contracts, and One Card meal plan transactions with efficiency using POS and EMS software. Maintain daily cash bag balances and receipts
3. Provide clerical support including answering phones, data entry, filing and online searches for information
4. Set up, clean up, stocking and replenishing food, equipment dinnerware during shift. Clean and sanitize all work areas, equipment and supplies
5. Ensure that all regulations and standards of health and safety are met at all times, and that the kitchen remains hygienic.
6. Complies with all company safety and risk management policies and procedures.
7. Participates in regular safety meetings, safety training, and hazard assessments.
8. Reports all accidents and injuries in a timely manner.
9. Assists with orienting new employees to their work area.
10. Informs supervisor immediately of any equipment malfunctions or breaks down or if any safety or sanitation hazards are suspected or exist.
11. Assists in training new employees, as requested by supervisor.
12. Attends department meetings and in-service programs, as required.
13. Performs other duties as assigned.

EDUCATION, EXPERIENCE, and SKILLS REQUIRED:

1. High School Diploma or equivalent.
2. Ability to interact professionally with coworkers and customers, particularly in conflict situations.
3. Ability to interact politely and resolve customer service issues.

4. Ability to multitask, meet specific deadlines, and prioritize tasks and assignments.
5. Skills in basic math computations such as addition, subtraction, multiplication, and division.
6. Ability to exercise good judgement and decisions in an expeditious manner.
7. Skilled at setting a good example for others.
8. Ability to concentrate and focus in a noisy environment.
9. Able to work in a fast-paced environment.
10. Willingness to support the Mission and Core Values of Marian University.

To apply, please submit a cover letter, resume, and name, address and telephone number of three references to muapplicants@marianuniversity.edu. Please use "Cashier" in the subject line of the email.

Application Deadline: Applications will be reviewed until the position is filled.

EOE/Minorities/Females/Vet/Disabled

Transforming lives through academic excellence, innovation and leadership. Marian University is a community committed to learning, dedicated to service and social justice, and joined together by spiritual traditions.

Any offer of employment will be contingent upon the receipt of criminal background and reference check information; and the determination that the candidate remains eligible and suitable for employment.