

Cashier (2)

Full-time (1)

Part-time (1)

Job Description:

Interact with guests to ensure exemplary service in an efficient manner while dining.

- Greet guest
- Determine guest experience: dine-in or take-out
- Answer guest questions by being knowledgeable of all menu items
- Take drink and food order suggesting food and drink options
- Direct dine-in guest to wait for server to be seated or direct take-out guest to pick-up section.
- Work closely with server to ensure proper service.

Responsibilities:

- At dine-in guest greeting, take the drink and food order, deliver beverage order to server.
- At to-go guest greeting, take the name for the order, drink and food order.
- Required to take phone orders - take the name for the order, drink and food order and enter into the POS system.
- Take entire order and repeat order to guests for clarification.
- Enter order on POS computer system quickly and in proper sequence and use appropriate abbreviations and changes to ensure clarity to kitchen.
- Accept payment and provide change or credit card receipt.
- Follow appropriate accounting procedures for closing checks, promo items, discounts & gift certificates.
- Retrieve to-go order from plating cook and package order items along with all condiments and eating utensils.
- Issue to-go orders to patrons using a name system.
- Monitor cleanliness of restaurant, cashier area, dining and entrance area and outside perimeter of building when needed.

- Maintain a clean, organized and stocked work area, notify manager of any shortages. Set up stocking area, restock & prepare stocking area at closing for startup the next day.
- Empty trash, sweep, mop &/or vacuum the restaurant and maintain restrooms when dining room attendant is not available.

Job Qualifications:

- Required to maintain excellent hygiene, neatly and well-groomed according to dress code guidelines.
- Required to deliver food, drinks, and sometimes clearing items from table - may require lifting of up to 50 lbs.
- Must be able to operate P.O.S. computer system, make change correctly and make credit card transactions accurately.
- Walk or stand most of 6-8 hour shift.
- Be able to reach, bend, stoop and perform cleaning duties as needed.
- Professional phone skills. Must be able to hear well with loud background noise, in order to answer telephone and respond to guest requests.
- Required to calmly respond to angry guests and notify a manager immediately if the matter cannot be corrected in a timely manner.
- Required to carry trays and supplies. Assist in re-stocking & detail cleaning of all aspects of the restaurant.
- Must be able to clearly communicate guest's needs to other employees including bussers, cashier, cook and manager.

Job types: Full-time

Education: High School Diploma. College is preferred

Work location: On-site, may be required off-site for catering events