UNIVERSITY OF SOUTHERN CALIFORNIA
Cashier - Food Services (Union)
Job Code: S2210

OT Eligible: Yes
Comp Approval: 5/9/2016

JOB SUMMARY:
Performs sales transactions. Maintains integrity and accuracy of point of sales (cash registers) system. Provides customer service as directed.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

______ ______ Provides customer services to faculty, staff, students and guests.
______ ______ Performs sales transactions utilizing department standards and policies.
______ ______ Provides basic hot and cold food and beverage preparation service.
______ ______ Stocks and maintains all supplies, food items and utensils.
______ ______ Maintains cleanliness of facilities.
______ ______ Assists in kitchen sanitation program. Complies with standard food handling and sanitation procedures.
______ ______ Adheres to department service standards and to all health, safety and university rules and regulations.
______ ______ Attends and participates in meetings as required.
______ ______ Reports to station, ready to work at the time work assignment is scheduled to begin. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No ☐ Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
Less than high school
Minimum Experience:
Minimum Field of Expertise:
Demonstrated cash handling skills. Knowledge of food handling and sanitation procedures. Ability to lift 30 lbs. Demonstrated customer service experience. Experience working in a fast paced working environment. Ability to effectively communicate in English.

Preferred Education:
High school or equivalent

Preferred Experience:
1 year

Skills: Other:
Communication -- written and oral skills

Skills: Machine/Equipment:
Cash register

Skills: Specialized Equipment:
Food and beverage preparation equipment

Skills: Trade/Auxiliary:
Compute totals
Handle cash
Maintain stock
Perform sales transactions
Prepare food and beverages
Serve customers
Understand and apply policies and procedures

Comments:
Must have flexible schedule; able to work any shift assigned. Understands that regular attendance and punctuality is expected of all employees. Must successfully complete the University standard math skills test. Must successfully complete ServeSafe certification. Must have valid California Food Handler Card or obtain card within first 30 days of hire.

SIGNATURES:

Employee: ____________________________ Date: ____________________________

Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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