



BENNETT COLLEGE

Job Posting

Title: Cashier (Three Part-Time Positions)

Date of Posting: 08/04/2021

Closing Date: Until Filled

Department: Dining

Reports To: Director, Dining Services

GENERAL SUMMARY:

The Cashier work typically consists of a variety of tasks; examples include any combination of the following: Responsible for maintaining cashier stands in a clean and orderly fashion; Responsible for scanning entry into the dining hall and processing payment for dining hall entry; Responsible for enforcing basic dining hall rules; Responsible for maintaining an accurate accounting and handling of all monies during shift, utilizing established forms and procedures; Post line signs for lunch; Time permitting, assist with wiping down tables, napkin dispensers (and refilling), and salt & pepper shakers; May be asked to assist with napkin folding and rolling silver ware sets for catering; Any other tasks as assigned by Director.

Observing safety rules is an important part of each job in the kitchen and this position requires strict observance of all safety instructions, posters and guidelines. Material Safety Data Sheets (MSDS) are available for all chemicals used in the kitchen.

Uniform items such as chef coat, apron, and hat, will be provided and must be worn by employees at all times.

ESSENTIAL JOB FUNCTIONS:

- Responsible for maintaining cashier stands in a clean and orderly fashion
- Responsible for scanning entry into the dining hall and processing payment for dining hall entry

- Responsible for enforcing basic dining hall rules
- Responsible for maintaining an accurate accounting and handling of all monies during shift utilizing established forms and procedures
- Post line signs for lunch
- Time permitting, assist with wiping down tables, napkin dispensers (and refilling), and salt & pepper shakers
- May be asked to assist with napkin folding and rolling silver ware sets for catering
- May require occasional lifting of up to 50 lbs
- Must be able to work in extreme conditions of hot and cold (coolers, freezers, and hot equipment)
- Must be able to work on potentially hazardous surfaces (i.e., wet floors)
- Work with/around hazardous chemical solutions, cleaning supplies
- Any other task as assigned by Director

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be able to demonstrate an understanding of cash handling policies
- Must be proficient in basic math skills
- Must be able to demonstrate proficient understanding of all cash handling forms

EDUCATION AND EXPERIENCE:

Required:

- High School diploma, GED or equivalent experience

Preferred:

- At least 2 years of related work experience

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- online application for employment (found at www.bennett.edu)
 - click on "Quick Links" at the top of the home page
 - click on "Employment Opportunities"
 - click on "Click Here to Apply" and follow the instructions

The following are **required documents** to be attached to your application:

- cover letter
- resume
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

**ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED
NO PHONE CALLS PLEASE!**

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.