



JOB DESCRIPTION

Wing Barn Cashier

SUMMARY:

The Cashier is responsible for attending guests' needs and assure their satisfaction with their Wing Barn experience. The Cashier has to process orders correctly and thoroughly. In addition, they take food to guests' tables and ensure that nothing else is missing from their order. The Cashier reports to the Shift Supervisor if General Manager is absent, otherwise, they must report to General Manager.

RESPONSIBILITIES INCLUDE:

Know your schedule. Arrive to your scheduled shift on time (5-10 minutes early).

Understand what the daily specials are and what they cost.

Don't ever stand around or lean on anything. You can always be cleaning. Clean up, wiping shelves, station, etc.

Work quickly and efficiently so that our speed of service objective is met while serving food.

Ensure that there is enough level of product ready in the right storage areas.

Operate cash registers, phones, printers, and other electronics.

Accept payments, ensuring all prices and quantities are accurate and providing a receipt to every guest.

Maintain a clean work area.

PERSONAL REQUIREMENTS:

Self-discipline, initiative, leadership ability and outgoing.

Pleasant, polite manner and a neat and clean appearance.

Ability to motivate employees to work as a team to ensure that food and service meet appropriate standard.

Must be able to handle the pressures of simultaneously coordinating a wide range of activities and recommend appropriate solutions to restaurant problems.

Must possess good communication skills for dealing with diverse staff.

Ability to coordinate multiple tasks such as food, beverage and labor cost while maintaining required standards of operation in daily restaurant activities.

ACCOUNTABILITIES:

Keeps General Manager promptly and fully informed of all issues (i.e. problems, unusual matters of significance and positive events) and takes prompt corrective action where necessary or suggests alternative courses of action.

Completes job responsibilities and performance objectives in a timely and effective manner and in accordance with Wing Barn policies and procedures.

Maintains a favorable working relationship with all company employees to foster and promote a cooperative and harmonious working climate which will be conducive to maximum employee morale, productivity and efficiency/effectiveness.

Performs other duties and responsibilities as required or requested.

WORKING CONDITIONS:

Hours may vary if employee must fill in for his/her employees or if emergencies arise (typical work week = 20-35 hours).

Ability to perform all functions at the restaurant level.

Position requires prolonged standing, bending, stooping, twisting, lifting products and supplies weighing 45 pounds, and repetitive hand and wrist motion.

Work with hot, cold, and hazardous equipment as well as operating phones, computers, copiers, and other office equipment.