

ETHOS VEGAN KITCHEN, INC.

JOB DESCRIPTION

SERVICE CASHIER

Title:	Service Cashier
Reports To:	Service Manager, Service Lead
Schedule Range:	Thirty minutes before opening to one hour after closing
Employment Type:	Full-Time, Part-Time, or Casual
Compensation:	Hourly Wage, based on tenure and experience

POSITION SUMMARY

Warmly welcome guests upon arrival. Take guest orders and collect payment. Table service of food. Maintain cleanliness and working order of counter service area, dining room, drink station, restrooms, and all other guest areas. Perform other guest servicing duties at direction of Service Manager or Service Lead on an as-needed basis.

DUTIES & RESPONSIBILITIES

- Complete opening and closing task checklists.
- Take food and beverage orders from guests and accurately enter orders into our point-of-sale system. Accept and process guest payment.
- Inform guests of daily specials and menu changes, and offer guest recommendations when requested.
- Answer guests' questions about our food, beverages and other restaurant functions and services.
- Fill drink orders.
- Deliver food from kitchen to guest's table in a timely manner.
- Respond promptly and courteously to any requests from guests in the dining rooms.
- Assist guests with special seating requests or needs.
- Thank guests for their visit and invite them to return.
- Clean table tops and chairs. Check floor and clean as required. Reset and arrange tabletop.
- Collect tableware, silverware, glassware, etc. at bus station, and transfer to dish area in a timely manner.
- Maintain a clean, organized and sanitary counter service area, and maintain adequate levels of counter area supplies.
- Keep the dining room, drink station, restrooms and other guest areas clean and welcoming.
- Maintain adequate levels of drink station and restroom supplies.
- Be able to bank out properly, following cash handling protocol.
- Inform Service Manager or Service Lead immediately of supply shortages.
- Promptly report equipment problems to Service Manager or Service Lead.
- Perform side work at the start and end of each shift as required by service station assignment.
- Perform other duties as assigned by the Service Manager, Service Lead or Manager-on-Duty.
- Comply with all company policies and attend all scheduled employee meetings.

QUALIFICATIONS

- Have a basic knowledge of dining room and service procedures and functions.
- Possess basic math skills and have the ability to handle money and operate a point-of-sale system.
- Be able to work in a standing position for long periods of time (up to 9 hours)
- Be able to easily lift and maneuver trays of food weighing up to 25 pounds.
- Be able to reach, bend and stoop.
- Be able to communicate clearly and effectively in English.

Last Updated: 11/13/2007, LMS