

Concession Cashier

DEPARTMENT: Food and Beverage

REPORTS TO: Concessions Venue Lead/Food and Beverage Manager

FLSA STATUS: NON-EXEMPT/ PART-TIME HOURLY

Summary

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a cashier for SMG / **Avenir Centre**. Responsible for the overall accurate accounting of all transactions, including inventory.

Essential Duties and Responsibilities

- Maintains accurate accounting of all cash and inventory on assigned concession stand.
- Maintains safe working conditions and sanitary work area for employees.
- Plans for daily sales flow based on projections.
- Plans for peak hour sales and makes change requirements known to the Cash room Supervisor
- Organizes all paperwork for cashier responsibilities:
 - Physical inventory stand sheet
 - Meal sheet and spoilage reports
 - Handles and processes cash slips
 - Verifies the proper item prices to the menu.
- Monitors the proper recording of employees' meals and meal vouchers, if applicable.
- Maintains accurate cash handling procedures at all times.
- Performs location duties as assigned.
- Follows all rules and regulations of Food and Beverage.
- Performs other related duties as assigned by supervisor.
- Maintain a clean, safe working environment.
- Other duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be of legal age (19) limit with respect to serving alcoholic beverages.
- Must be able to obtain a Food Handler's Permit upon hire
- Must be able to attend all SMG Alcohol and Policy Training classes

Education and/or Experience

- Must have basic working knowledge of cash register and cash handling procedures.
- Must have sufficient math ability to accurately count and handle money.
- Must have basic working knowledge of concession/cafeteria operation.
- Must have ability to follow directions and effectively perform the work.
- Must have a pleasant personality and a neat appearance.
- Must speak and understand English well enough to converse with customers, supervisors and employees.

Skills and Abilities

- Positive, customer service oriented attitude at all times.
- Strong knowledge of sanitary practices.
- Maintains proper grooming and dress code standards.
- Work ethic encourages strong urgency and quality in a team environment.
- Ability to work with other staff members in the facility.
- Ability to undertake and complete multiple tasks.
- Attention to detail.

Computer Skills

Computer skills are not required.

Other Qualifications

Must be able to work flexible hours, nights, weekends and holidays.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply

Please send a copy of your most recent resume to:

Chris McEachern cmceachern@avenircentre.com

Director of Food and Beverage – SMG Canada