

CLASS TITLE: FOOD SERVICE HEAD CASHIER (URI)

Class Code: 02141600
Pay Grade: 17A
EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: At the University of Rhode Island, in a cafeteria or similar type of retail food unit, to handle all matters in relation to the daily operation of computerized Point-of-Sale (POS) registers; to set up and be responsible for all cash drawers at all registers; to assist in the preparation and service of food when necessary; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior, with some latitude for the exercise of independent judgment; work is monitored, reviewed in process and upon completion for accuracy and adherence to desired objectives.

SUPERVISION EXERCISED: Trains, guides, and or reviews the work of student cashiers and student managers in a cafeteria similar type of retail food unit for satisfactory performance of assigned tasks. May supervise the work of a small group of support staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

At the University of Rhode Island, in a cafeteria or similar type of retail food unit, to handle all matters in relation to the daily operation of the computerized POS registers; to set up and be responsible for cash drawers at the register.

To be responsible for the set up of cash drawers at the POS register.

To troubleshoot any POS register terminal operation problems at cafeteria and remote concession sites.

To be responsible for updating the POS register terminal information, for example, adding, modifying, or deleting user access codes, menu templates, menu items, and prices.

To reconcile all cash drawers with cashiers, including URI meal plan and URI debit account transactions using POS register terminal readings, according to prescribed procedures.

To authorize and override incorrect payment or debit transactions.

To reconcile all cash drawers and complete deposit slips with Dining Services and Memorial Union Accounting Department.

To review cash, URI meal plans, and URI debit account discrepancies with retail manager and cashiers.

To assist customers and answer informational inquiries regarding general retail operations, URI meal plans and URI debit accounts.

To monitor stock areas in the immediate area of register stations.

To perform random and scheduled audits at cafeteria and remote concession sites on student cashiers working with the POS register terminal to ensure accuracy of transaction rings and cash drawer funds.

To reconcile deposits at Campus Access Office during peak meal plan enrollment periods.

To perform daily duties of a cashier when business demands.

To assist in the preparation and service of food when necessary.

To clean the register area and notify manager when supplies need to be reordered.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the methods and procedures in dealing with monies; ability to keep records of a non-complex nature relating to cash sales; ability to train and review the work of student cashiers; ability to learn the operation of a computerized POS register and keep simple records; ability to deal courteously with the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from senior high school; and

Experience: Such as may have been gained through: employment as cashier in a large-volume cafeteria or equivalent job setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: May 14, 2007

