

RESTAURANT CASHIER JOB DESCRIPTION

VACANT POSITION: RESTAURANT CASHIER

JOB SUMMARY

We are currently looking for a professional and timely mannered Restaurant Cashier that would best fit our qualifications. The role of a cashier is to ensure that each and every customer is served in a friendly manner. He/she ensures checking out customer purchases, assists with ordering the goods/services offered by the restaurant. Make sure that there is accuracy in recording sales transactions (cash/credit) and security of the cash in the cash register machine and consistent compliance to cashiering standards to efficiently and effectively serve the customers.

RESTAURANT CASHIER DUTIES AND RESPONSIBILITIES

- Greet and welcome customers in a friendly manner
- Take customer orders and recording it in the POS System at the counter
- Receive payments and present change to customers
- Ensuring that each and every request of the customer is precisely and accurately entered
- Ensuring that all the money received are correctly registered in the cash register machine, following the strict compliance to the cashiering standards
- Make reservations for customers
- Receive food checks from waiters or customers
- Administer the register, including all credit card and cash operations

- Recognize customer issues and complaints and take necessary actions to rectify them
- Appeal to irritated customers especially on rush hours
- Assists in other departments and perform other related duties as needed
- Make sure that there is a balance of the register at the end of the working period

RESTAURANT CASHIER REQUIREMENTS AND QUALIFICATIONS

- Candidate must possess at least a Vocational Diploma/Short Course Certificate Bachelor's/College Degree in any field
- Preferably with knowledge on POS System, Debit-Credit transactions, and Gift Cheques
- At least 1 year related work experience is an advantage
- Must have outstanding interactive and communication skills
- Willing to be trained and possess good customer service skills
- Ability to ensure a customer priority culture
- Excellent mathematical, computer and multitasking skills
- Desire to continue improvement of career
- Keen attention to detail