

Highlands Swim and Tennis Club  
2020 Employment Opportunities

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Job Title: Cashier  
Location: Kitchen  
Position Type: Hourly – Fixed or Part-Time

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Applications Accepted By:  
[chef@bayoubakeryva.com](mailto:chef@bayoubakeryva.com)  
Subject Line: 2020 Kitchen Employment Cashier

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- Please indicate Fixed or Part-Time
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Job Description:

Process all order transactions accurately and efficiently in accordance with established policies and procedures. Maintain a pleasant professional demeanor at all times.

Responsibilities:

- Understand, comply and practice safe food handling when performing duties.
- Greet and pleasantly deal with customers to ensure satisfaction.
- Accurately and thoroughly enter orders and complete payment transactions with customers.
- Issue receipts, refunds, change or tickets as needed.
- Redeem vouchers and coupons.
- Resolve customer complaints, guide them and provide relevant information.
- Maintain a clean, sanitary and tidy work environment.
- Keep inventory of all essential items and stock/restock items at all times to assure smooth service.
- Assist in food prep assignments during off-peak periods as needed.
- Open and close station properly following checklists. Assist others in opening and closing kitchen.
- Function in a fast-paced high pressure busy environment as part of a team.
- Assist in an entire team effort and be respectful of peers and co-workers.
- Conduct yourself (act and dress) professionally at all times.

Qualifications and Education Requirements:

- Minimum age 16.
- Basic PC knowledge and familiarity with electronic equipment (@ cash register, ticket printer, internet, etc.).
- Ability to be organized in a changing environment.
- Ability to maintain a calm professional demeanor during periods of uncertainty and crisis.
- Ability to stand during entire shift.

- Attention to detail and mathematical skills.
- Customer satisfaction-oriented.
- Strong communication skills.
- A team player.