

*The Pancake Pantry*

**JOB TITLE:** Cashier  
**DEPARTMENT:** Front House  
**REPORTS TO:** Front House Manager  
**GRADE:**  
**FLSA STATUS:** Non-exempt  
**DATE PREPARED:** January 20, 2014  
**DATE REVISED:**

---

The Cashier supports The Pancake Pantry's goals, values and philosophy by exhibiting the following behaviors: excellence, quality service, commitment and accountability. As a member of The Pancake Pantry team, performance includes demonstration of the following accountabilities: communication, teamwork and job knowledge.

**POSITION SUMMARY**

The Cashier is responsible for receiving payments from customers ensuring an excellent customer experience. This position handles all customer monies and ensures Servers are paid their tips at the end of the day.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following:

1. Receives payment from customers.
2. Takes and prepares "to go" orders.
3. Answers telephone and answers questions for customers or directs call appropriately.
4. Organizes and sells merchandise.
5. Opens and closes registers.
6. Assists with syrups.
7. Works as a team player with other employees.
8. Complies with all health code policies and regulations.
9. Ensures proper handling and distribution of company funds.
10. Maintains confidentiality of company, client and vendor information.
11. Reacts productively to change.
12. Assist with maintaining cleanliness of restroom.
13. Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

None

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

**EDUCATION AND/OR EXPERIENCE**

High school diploma or GED is preferred; a minimum of six months of cash register experience; and/or equivalent education or experience in job related activities.

**OTHER SKILLS**

Ability to lift merchandise up to five pounds; ability to speak, hear, see, walk, stand, stoop, kneel, reach and handle; ability to speak, read and write in English; good analytical, interpersonal and organizational skills; good written and oral communication skills; basic math skills; excellent customer service skills; people person with positive, helpful attitude; team player; good attention to detail; ability to communicate effectively with a diverse range of individuals; ability to work effectively with others and to handle multiple tasks simultaneously; ability to concentrate, think and learn.

**WORK ENVIRONMENT**

Position is in a restaurant/kitchen setting that involves everyday risks or discomforts requiring normal safety precautions. Environment is fast paced and loud. Position is subject to standing throughout the workday.