



EMPLOYMENT UNIT: Office of Student Affairs
DEPT/DIVISION: Dining Services
TITLE: **Cash Operations Service Personnel**
REPORTS TO: Director of Operations (Bon Appetit)
SALARY BAND: Group 3, Union Contract

DEFINITION:

Under the direction of the Director of Operations, the Cash Operations Service Personnel is responsible for providing cash operation services and various support tasks during the assigned shift. Flexible hours – Must be willing to work nights and week-ends.

ESSENTIAL FUNCTIONS:

1. Stock all beverages nightly.
2. Stock all point of sale items nightly.
3. Stock all customer supplies per direction of supervisor on duty.
4. Keep customer tables, chairs, counters, clean and neat.
5. Responsible for closing area following procedures.
6. Clean coolers, racks, and walk-in coolers.
7. Compile all register/order slips nightly and complete cash handling responsibilities.
8. Responsible for personal posted schedule on weekly basis.
9. Perform any additional duties that may be requested by the supervisor or management in charge.

FOOD PREPARATION:

1. Demonstrates the ability to stock, prepare, cook, serve all menu/food related items in unit assigned.
2. Monitors sanitation and food handling practices of assigned unit and insures compliance with established standards.
3. Ensures that supplies/food products are utilized properly as per standards.
4. Follows food safety procedures.

ESSENTIAL CHARACTERISTICS:

1. Must be able to follow all Quiznos Standards.
2. Able to calculate/perform fundamental mathematical operations to include multiplication, division, addition, and subtraction.
3. Able to lift and carry up to 50 pounds.
4. Able to work nights, weekends, holidays, and overtime as needed.

5. Able to communicate, read, and understand English well.
6. Work effectively and efficiently with department supervisors and managers.
7. Treat fellow staff with courtesy, respect, and empathy and display good listening skills.
8. Display team-building skills and handle assignments with a positive and enthusiastic attitude.
9. Maintain professional appearance as per departmental standards.
10. Demonstrate excellent customer service skills.

PREREQUISITE QUALIFICATIONS:

1. The candidate must have Quiznos experience.
2. Must be enrolled faithfully and/or pursuing a High School education or the equivalent.

Interested applicants should send cover letter and resume to:
Human Resources, Roger Williams University, One Old Ferry Road, Bristol, RI 02809 or human_resources@rwu.edu indicating Ref #10-026. An application may be completed on site. This position is located in our Lower Commons.

At the university's discretion, the education and experience prerequisites may be excepted where the candidate can demonstrate, to the satisfaction of the university, an equivalent combination of education and experience specifically preparing the candidate for success in the position.

Roger Williams University is an Equal Opportunity Employer committed to inclusive excellence and encourages applications from underrepresented populations.