Job Title: Cashier & Till Operator (Catering Department)

Job Purpose: To act as Cashier for the Catering Department

Responsible to: Catering Manager & Deputy Manager

Duties & responsibilities:

- Responsible for the cashing up of all tills within the catering department

- Operating a cash/electronic till during lunch service

- To evaluate and record all vending sales

- To work in conjunction with the Manager and Deputy Manager

- To ensure daily duties are completed and to be flexible within the catering department

- To prepare banking and credit card purchases for records & reports

- Be flexible in your approach with a 'can do' attitude

- Carry out Health and Safety duties, reporting hazards and accidents, following Health and Safety procedures and attending training

- Attend meetings as required

- Prioritise the safeguarding of all students and participate in training on safeguarding matters

- Contribute to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not

- Any other duties as may reasonably be required by the Principal

December 2024

Post: Cashier (Catering Department)

Category	Essential	Desirable	Ascertained by
Qualifications	Educated to GCSE or equivalent, including English and Maths at Grade C or above		Application form /original certificates at interview
Experience	Comfortable using IT packages e.g. Microsoft word Able to learn to use College databases	Experienced in working in administration Experienced in a job requiring cash handling	Application form/ activity interview/references
Additional Skills and Abilities	Good standard of numeracy and comfortable dealing with figures Accurate worker Ability to work as part of a team and also unsupervised Empathy with young people		Application form / interview/references/ activity
Other	Methodical Flexible to undertake a range of duties		Interview/references/ activity