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| Job Title**: Guest Service Representative – Cafe Cashier** | Last Date Modified: June 2020 |
| Exempt/Non-exempt: **Non-exempt** | Full Time / Part Time / Seasonal: **Seasonal** |
| Schedule: **Weekdays, Weekends, Holidays** | Minimum Hours: **16 hrs, $13 per hr.** |
| Organization: **Guest Service Department** | Supervisor Title: **Guest Services Manager** |

This seasonal minimum wage position is responsible for reviewing and processing payments for services, preparing food and maintaining a clean and safe work area at the Cafe. Duties may include but are not limited to:

**Job Duties:**

* Collect payments from customers for services and issue necessary receipts.
* Balance daily receipts for monies received.
* Receive, verify, and record daily receipts for bank deposits.
* Prepare, heat, and serve food items.
* Keep concession areas neat, clean and stocked.
* Assist in inventory control.
* Clean and maintain grounds as needed.
* Take food orders accurately and manually count back change.
* Keep accurate records of payments received.
* Understand and follow written and oral instructions.
* Establish and maintain effective relationships with managers, staff and the general public.

**Job Skills/Experience Requirements:**

* Must have a valid **Serve Safe Food Handlers** certificate.
* Knowledge of food safety rules and regulations.
* One year of experience involving food services, customer services and cash handling.
* Experience relating well to children and adults in a professional manner.
* Ability to do basic math calculations (addition, subtraction, multiplication, division).
* Operate cash register and make necessary cash transactions with speed and accuracy.
* Operate an adding machine.
* Communicate clearly, orally and in writing in the English language.
* Must be able to work on Saturdays, Sundays and holidays, as well as weekdays.

**Education / Certifications:**

* High School diploma or GED preferred.

**Job Abilities:**

* Must be at least 18 years of age at time of hire.
* Must be able to work in a fast pace environment.
* Must be able to lift 25 lb. and stand for several hours at a time.
* Able to work around and in close contact with animals daily.

Please send cover letter and resume to Guest Service Manager, Zang Her [zher@fairytaletown.org](mailto:zher@fairytaletown.org)

No phone calls please.