

PERALTA COMMUNITY COLLEGE DISTRICT – June, 1999

CLASSIFIED JOB DESCRIPTION

**CASHIER
(IUOE Local 39 Salary Range 25)
Job Code: 135**

CLASS PURPOSE

Under general supervision, performs clerical work in the operation of a cash register. Perform related work as required.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Serves as cashier, receiving payment and making change for meal tickets
- Checks for errors and omissions on checks written by student waiters and waitresses
- Takes reading on cash register and counts cash received (at end of shift)
- Sets up, breaks down service line; frequently assists in food service line
- Supervises student help and works with classified employees in bussing dishes, waiting tables, operating dishwasher
- Responsible for daily accounting of all money received
- Stocks condiments for patrons as needed
- Performs other related duties as required.

Marginal Job Function

- Assists instructors in the supervision of food service and dining room by preserving tranquility, receiving complaints and assisting other department personnel.

MINIMUM QUALIFICATIONS

1. One year of experience in the operation of a cash register or any combination of training and/or experience that could likely provide the desired knowledge and abilities
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Operation of cash register
- Basic supervisory principles

Job Description: Cashier

- Basic food service practices and procedures

Ability to:

- Receive payment for meal tickets and make correct change quickly and accurately
- Deal with customers pleasantly and courteously

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

MENTAL REQUIREMENTS

- Must be able to communicate in English (speaking, writing, and reading) at a level to safely and effectively perform the essential functions of the Cashier position.
- Must be able to perform basic mathematical functions.

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching at high and low levels
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Frequent use of a cash register

Revised: N/A