

Lead Cashier (4672C) - 27377
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=126990>

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Posted Aug. 1, 2019, removed Sep. 26, 2019

Job Title	Lead Cashier (4672C) - 27377
Department	N/A
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 1, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
Apply Online Here	https://apptrkr.com/1557021

Apply By Email

Job Description

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About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance academic and artistic, political and cultural make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at

[url=https://apptrkr.com/get_redirect.php?id=1557021&targetURL=http://jobs.berkeley.edu/why-

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berkeley.html]http://jobs.berkeley.edu/why-berkeley.html.

Application Review Date

The First Review Date for this job is: August 13, 2019

Departmental Overview

At Cal Dining, we believe that breaking bread together is a unique aspect of dining on-campus with friends, faculty or staff. Our focus is on nourishing the Cal community, both for physical and social well-being, through customer-driven programs, culinary excellence and campus social responsibility.

Our service philosophy is centered around three key principles:

Flavor & Variety - We are committed to providing great tasting food for every palate. Our award winning program features a wide-variety of seasonal menus and ethnic specialties. We've partnered with top chefs and restaurateurs to bring quality offerings to our locations.

Health & Wellness - As leaders in providing healthier-for-you foods, we transitioned to natural, organic and trans-fat free food products and are 99.9% free of partially hydrogenated oils (PHO) in over 4,000 products.

Social Responsibility - We continually strive to do everything possible to minimize our environmental footprint. As a responsible neighbor, we are dedicated to supporting the Cal community, expanding our ecological efforts and encouraging our customers to do the same.

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The Cal Dining team aims to be responsive by listening to our customers and responding to each and every customer comment. We demonstrate our commitment to responsibility by being the best possible stewards of our customer's financial resources. We strive to provide best-in-class service, all while upholding the values of the UC Berkeley community.

Responsibilities

Cashiering Control:

- * Lead cashiers, including: train and direct cashiers in proper handling procedures as outlined in the University of California Business and Finance Bulletin BUS-49 and departmental and campus cash handling policy.
- * Follow money handling procedures specific to Internal Audit and campus Cashier.
- * Assign cashiers to various areas to meet customer demand, issue change, and cover breaks during a work shift.
- * Follow proper cash handling procedures including: account for monies assigned to cashiers using double custody principles, check in/out monies via transport vendor (Loomis), complete proper financial forms, receipts and deposit bags as outlined in the cash handling policy.
- * Accurately operate the electronic point-of-sale (cash register), including: count customers' change, provide receipts, correctly process on-line card transactions, ask supervisor for change in a timely manner to meet customer demand.
- * May need to open or close restaurant in manager's absence.

Customer Service:

- * Establish and maintain positive relations with our customers.
- * Listen, and if possible, resolves customers' needs and reports them to the manager and/or supervisor.
- * Interact enthusiastically and pleasantly with customers and co-workers to ensure a positive interaction and outcome in every interaction.
- * Responsible for practicing good stewardship with university and customer resources.
- * As a team leader, demonstrate high level of customer service including: pleasantly greet/direct customers, assist disabled students, distribute/collect Comment Cards, answer general informational questions (e.g. meal service and meal plan options, meal hours, guest pricing, etc.).
- * Maintain cleanliness of all work areas, including: sweep, mop, and wipe surfaces.

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- * Remove and properly dispose of trash, compost, and recyclable materials.
- * Ensure all operational areas are clean and organized in a timely manner to meet customer demand.
- * Knowledgeable about food being served, including allergens, ingredients, etc.
- * Work closely with managers, supervisors and co-workers to effectively achieve the goals and objectives of the University and Cal Dining.

Security and Safety:

- * Responsible for security and safety at the public entrance to the operations.
- * Ensure all customers have a valid payment option (i.e. meal plan, cash, credit card, etc.).
- * Control unauthorized entrances, following unit specific procedures.
- * Monitor departing customers to deter unauthorized removal of food products, supplies or equipment.
- * Immediately resolve or report spills, damages, defects, and other issues to maintain safety and sanitation of the facility.
- * Direct evacuation of area in an emergency, following established plans.

Meal Preparation:

- * Set-up, prepare, replenish, restock, price, and distribute beverages, food and nonfood products in designated areas to ensure availability in a timely manner to meet customer demand.
- * Assemble and basic preparation of food products and beverages to support service and menu production, in adherence to Cal Dining service and production standards.
- * Follow basic principles of safety and sanitation in food service.
- * Check student postings (table tents, bulletin boards, etc.) and remove outdated or unauthorized materials.

Required Qualifications

- * Cash handling experience in a retail operation.
- * Public contact skills and experience.
- * Experience directing other employees.
- * Must have basic English (reading, writing, listening, speaking) and math skills related to the safe and efficient performance of the job.

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- * Ability to read, write, speak and understand English and follow oral/written instructions
- * Demonstrated experience in record-keeping and documentation
- * Ability to follow oral/written instructions.
- * Must be able to lift and carry up to 50 lbs.

Preferred Qualifications

- * Bank teller experience.
- * Previous food service experience in a retail operation.
- * ServSafe or Food Service Handler Certification.

Salary & Benefits

This position is a non-exempt, bi-weekly paid position. Hourly pay for this role is commensurate with experience up to \$17.32, Step 1.

For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=1557021&targetURL=http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Driving Required

A valid driver's license and DMV check for driving record is required.

Other Information

This is a partial-year career position with a furlough.

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at:

[url=https://apptrkr.com/get_redirect.php?id=1557021&targetURL=http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html]http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the

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job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=1557021&targetURL=http://www.eeoc.gov/employers/upload/pos

For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=1557021&targetURL=http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/1557021]https://jobsprod.is.berkeley.edu/psp/jobsprod/EMPLOYEE/HRMS/c/HRS_HF

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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