

**Lead Cashier (4724C), Berkeley Dining - 71535**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=242829>

Downloaded On: Oct. 11, 2024 8:51am

Posted Aug. 7, 2024, set to expire Dec. 4, 2024

<b>Job Title</b>	Lead Cashier (4724C), Berkeley Dining - 71535
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Dining Services
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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and



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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

### Departmental Overview

In the Division of Student Affairs and under the Residential Student Services Programs portfolio, Berkeley Dining is a self-operated dining program focused on culinary excellence, social responsibility and supporting the living/learning environment of our customers. With more than 12,000 meal plan holders, Berkeley Dining serves over 5 million meals per year in 14 facilities with a combination of residential "all you care to eat" dining, retail "a la carte" dining, training table, early childhood meal production and catering. Berkeley Dining services the campus seven days per week, seventeen hours per day employing 450 full and part time staff and approximately 400 Cal student workers across multiple locations.

### Application Review Date

The First Review Date for this job is: Monday, August 19, 2024

### Responsibilities

Cashiering Control

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- 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.
- 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 Berkeley Dining.

#### Security and Safety

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- 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 non-food 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 Berkeley 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.
- Other duties as assigned and professional development.
- IIPP Requirements: Works in a safe and responsible manner while not putting others at risk. This includes complying with applicable policies and regulations, using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions.

#### 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.
- Ability to read, write, speak and understand English and follow oral/written instructions
- Demonstrated experience in recordkeeping and documentation
- Ability to follow oral/written instructions.
- Must be able to lift and carry up to 50 lbs.
- High school diploma or equivalent experience.

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### **Preferred Qualifications**

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

### **Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$23.26 - \$32.77, Steps 1.0 - 17.0. This is a non-exempt, hourly, bi-weekly position.
- This is a full-time, Partial-Year Career position.
- 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: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>
- Partial-year appointments are career appointments established with regularly scheduled periods during which the incumbents remain employees but are not at work. These scheduled periods during which employees are not at work are designated as furloughs and are unpaid. Such scheduled periods need not be consecutive in time. Furloughs are not to exceed a total of three months in each calendar year.

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### **How to Apply**

To apply, please submit your resume and cover letter.

### **Conviction History Background**

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

### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### **Other Information**

This position is not eligible for visa sponsorship.

### **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, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.



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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)

### Contact Information

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

#### Contact

N/A

University of California, Berkeley

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