

Part-Time Cashier, Snack Bar
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=255316>

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Posted Apr. 2, 2025, set to expire Apr. 14, 2025

Job Title	Part-Time Cashier, Snack Bar
Department	
Institution	Lee College Baytown, Texas
Date Posted	Apr. 2, 2025
Application Deadline	04/14/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
Apply Online Here	https://apptrkr.com/6115922
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Job Description	

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Part-Time Cashier, Snack Bar

Salary:

Job Type: Part-Time

Job Number: FY2300544

Location: Main Campus - Baytown, TX

Division: Finance & Administration

Position Overview

Part-Time Cashier, Snack Bar Lee College

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This position is responsible for providing assistance in the food service program by accounting for meals and revenues.

Essential Duties & Responsibilities

- Set up work station, cash register, and point of sale system.
- Take customers' orders, monitor the order, and ensure their prompt delivery.
- Process credit card and debit card transactions.
- Take money from customers and provide correct change.
- Follow the meal charge policy.
- Help package food in boxes and bags as necessary.
- Listen to and help resolve customer complaints, suggestions, and inquiries.
- Keep counter and dining area neat and clean.
- Sweep and mop the floor as needed.
- Restock napkins, straws, lids, and other supplies in the dining area.
- Assist manager with counting and maintaining inventory of supplies and goods.
- Assist in preparation of menu items and prepare cafeteria service area as directed by manager.
- Act with integrity, honesty, and professionalism that promotes the culture, values, and mission of Lee College.
- Organize and stock food items as necessary.
- Follow all safety rules and proper procedures including sanitation and health regulations.
- Follow proper personal hygiene procedures that are necessary for the safe and sanitary handling of food.

Additional Duties & Responsibilities

Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- High school diploma or equivalent (G.E.D.)

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- Ability to operate computer/point of sale equipment
- Must be able to work with a variety of people from varying backgrounds
- Must be able to reconcile accounting reports
- Must be able to lift, carry, pull, and/or push objects or loads of more than fifty (50) pounds
- Must be available to work evenings, weekends, and sporting events as required

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4882314/part-time-cashier-snack-bar>

Contact Information

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

Contact

N/A

Lee College

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