

Cashier (4672C), Berkeley Dining - 82397
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=268140>

Downloaded On: Nov. 11, 2025 2:13pm

Posted Nov. 11, 2025, set to expire Jun. 30, 2026

Job Title Cashier (4672C), Berkeley Dining - 82397
Department Berkeley Dining
Institution University of California, Berkeley
Berkeley, California

Date Posted Nov. 11, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Dining Services

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Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

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.

Position Summary

Provides a high level of customer service to Berkeley Dining customers and co-workers. Responsible for operating a point-of-sale system, operational access, and financial accountability.

Application Review Date

The First Review Date for this job is: 11/21/2025. For full consideration, please apply on or before the First Review Date.

Responsibilities

Cashiering Control:

- Follow cash handling procedures as outlined in the University of California Business and Finance Bulletin BUS-49 and departmental and campus cash handling policy.

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- Follow money handling procedures specific to Internal Audit and campus Cashier.
- Follow proper cash handling and other payment options procedures including custody of daily money bags, record and reconcile sales on designated forms, and secure sales, and credit card receipts.
- Accurately operate the electronic point-of-sale (cash register), including counting customers' change, providing receipts, correctly processing on-the-line card transactions, ask a supervisor for change in a timely manner to meet customer demand.
- Refer problems to Manager or Supervisor.

Customer Service:

- Establish and maintain positive relations with our customers.
- Listen, and if possible, resolves customers' needs and report 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.
- Demonstrate a 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.).
- Be knowledgeable about food being served, including allergens, ingredients, etc.
- Accurately prepare menu signs per required standards as needed.
- Maintain cleanliness of all work areas, including: sweep, mop, and wipe surfaces.
- Remove and properly dispose of trash, compost, and recyclable materials.
- Immediately resolve or report spills, damages, defects, and other issues to maintain safety and sanitation of the facility.
- Ensure all operational areas are clean and organized in a timely manner to meet customer demand.
- Work closely with managers, supervisors and co-workers to effectively achieve the goals and objectives of the University and Berkeley 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

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the safety and sanitation of the facility.

- Direct evacuation of the 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.
- Ensure all operational areas are clean and organized 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.

Professional development and other duties as assigned.

Required Qualifications

- Cash handling experience in a retail operation.
- Public contact skills and experience.
- 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.
- 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

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

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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 hourly rate that the University reasonably expects to pay for this position is \$21.92 (Step 1).

- This is a non-exempt, biweekly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

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 career appointments are 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.

- This is not a visa opportunity.
- This recruitment has 6 openings.

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.

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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.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

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To apply, visit

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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