



## JOB DESCRIPTION

**JOB TITLE:** Concession Cashier

**REPORTS TO:** Staffing Coordinator

**STATUS:** Part-time on call as needed

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### JOB SUMMARY:

Concession Cashiers are responsible for positive guest interactions while serving guests in a friendly and efficient manner. At all times, cashiers are expected to be attentive to the needs of guests while making them feel welcome. Concession cashiers will process order, complete correct cash transaction, assist the Stand Manager in the proper and timely set-up, execution and breakdown of concession stand.

### RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Report to work at designated time, location and in proper uniform.
- Implement proper cash controls.
- Operate a cash register and credit card machine.
- Organize equipment for an event as well as cleaning, maintaining, and looking after equipment during and after functions.
- Follows all rules and regulations.
- Set up may service stations, food preparation or various other food and beverage related equipment.
- Maintain all equipment and facilities in an organized, clean, safe environment.
- Ensure that the food and beverage is served while maintaining a consistent presentation and proper temperature.
- Maintain a cooperative, team-like attitude in working with supervisors and fellow employees.
- Enforce all sanitation procedures including safety guidelines and OSHA requirements.

### REQUIRED QUALIFICATIONS:

- High school diploma or GED certificate.
- Previous serving experience preferred.
- Food handler certificate from the Tulsa Health Department

- Must be of legal age limit with respect to serving alcoholic beverages
- Ability to work flexible hours including daytime, evening, weekends, and holidays

#### PYSICAL/MENTAL REQUIRMENTS:

- Physical ability to perform tasks that may require prolonged standing, stooping, and walking.
- Must be able to regularly lift up to 25 pounds and occasional lift to 50 pounds
- Working conditions are diverse including indoor and outdoor events.
- Must be able to work extended hours whenever required by job responsibilities or requested by management. Must be capable of regular and reliable attendance.

#### UNIFORM REQUIREMENTS:

- Navy Blue polo shirt with no logo, clean or tucked in.
- Red Visor and Red Apron provided by Exposerve
- Khaki or black pants. No denim unless approved prior.
- Name Tag – left chest.
- Black belt with no ornamental accessories
- Black, clean neat and polished slip resistant shoe
- Hair tied back at all times.
- Earrings must be in both ears or none at all. No larger than small hoops
- No visible tattoos or body piercings other than approved earrings.
- No facial hair or must be neatly groomed.
- For more detail please see the EXPOSERVE Catering Grooming and Uniform Standards Policy sheet.