

Iowa Events Center JOB DESCRIPTION



Job Title: Concessions Cashier	Venue: Iowa Events Center
Company: Spectra Food Services and Hospitality	Department: Concessions
Reports To: Concessions Manager	Supervises People (Y or N): N
Non-Exempt (Hourly)	Part time or Seasonal

JOB SUMMARY:

The Concessions Cashier prepares and serves concession items to guests. Prepares and pours beverages and serves them to guests. Ensures quality of food presentation. Utilizes a cash register and accepts payment. Must be able to maintain excellent attendance in accordance with the attendance policy.

ESSENTIAL JOB FUNCTIONS (including, but not limited to...):

- Conduct the cash register sales by taking orders, building orders, and completing the transaction.
- Ability to build orders, prepare food, and knowledge in all areas of concessions operations.
- Responsible for maintaining stock and supply levels, and communicating to the Concessions Stand Manger of low stock items.
- Listening and responding to customer requests or concerns
- Responsible for maintaining a clean and organized work space including but not limited to disposal of garbage & cleaning dishes.
- Serve beverages to guests including alcoholic beverages responsibly. Must check guest's ID in accordance with state/federal regulations to verify minimum age requirement for purchase of alcoholic beverages.
- Maintains sanitation, health and safety standards in work areas.

REQUIREMENTS:

- High school diploma or equivalent preferred
- Must be 18 or over
- Three or more months' experience in food service industry preferred
- Previous cash handling experience preferred.
- Ability to learn to handle cash and learn to operate a cash register and corresponding system
- Excellent interpersonal skills & a friendly, positive attitude with co-workers, managers, volunteers & guests.

INTELLECTUAL/SOCIAL, PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The intellectual/social, physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Intellectual/Social demands:

Intermediate level of ability to communicate verbally in English with customers and co-workers. Basic level reading ability in English to read food menu and operate cash register. Ability to work well under pressure and tight deadlines. Use of interpersonal communication skills with co-workers, managers, volunteers and guests. Ability to make sound decisions which demonstrate good judgment with little oversight. Ability to maintain a well-groomed, professional appearance at all times. Ability to learn proper sanitation and cleaning techniques.

Physical demands:

While performing duties of the job, the employee will constantly be required to grasp, fingering manipulation of product, feeling, and lifting food product. Employee will frequently stoop & kneel to get supplies. Exposure to loud environment including loud food production machinery and crowded workspace. Employees will frequently be required to lift up to 30 pounds. Vision requires ability to constantly adjust focus, peripheral vision and close vision to work with customers and handle cash/coins. Ability to frequently listen & respond to communication with guests and co-workers others is a loud food production and event environment. Long periods of standing for 8 hours or more depending on business need.

Work environment:

The duties of this position are performed primarily indoors. The noise level in the work environment is usually moderate to very loud depending on events in an arena environment, a concert environment, sport event, or other event environment with thousands of guests in attendance. Working near loud food production equipment. Indoor temperature of work environment varies from cold during hockey events, to very warm near food production equipment.

Apply:

To apply, send contact information, available hours and resume to iowaeventscenter@gmail.com

This job description is subject to change.

Equal Opportunity Employer. Drug Free Work Place.

I have read and understand the above job description. I am also aware that these responsibilities may change from time to time with or without notice.

NAME: _____ DATE: _____