



Job Description

JOB DETAILS

Job Title: Call-in Cashier

Department: Dining Services

ID: DS_Call-in Cashier

Title of Supervisor: Associate Director of Dining Services

Date Completed: 09/24/2013

JOB SUMMARY

Coordinate the greeting, accounting and accurate documentation of each meal served. Present a positive initial image and greet all guests of dining services. Monitor the dining hall during service hours. Assists guests exiting the Marketplace.

ESSENTIAL JOB RESPONSIBILITIES

Responsibility	% of Time
Verify ID's Verify ID being used belongs to the person using it.	25%
Verifies meal plans Verifies meal plan availability and enforces dining hall access policies.	25%
Greet guests Greet and present a positive image of dining services to our guests.	25%
Assist customers in Marketplace Assist customers with mobility concerns through the Marketplace, assist customers at the exit door and monitor the dining hall.	20%
Balance cash box Balance cash box and accurately complete appropriate paper work.	5%

GENERAL RESPONSIBILITIES

1) Maintain regular and reliable attendance. 2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources. 3) Understand and comply with the policies of the College Staff Handbook. 4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs. 5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals. 6) Protect confidentiality of College information. 7) Provide leadership to others through example and sharing of knowledge/skill. 8) Communicate with others in a courteous and helpful manner. 9) May be asked to fill positions considered essential during weather

emergencies or other events requiring special staffing. 10) Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Yes

No

Does this job have supervisory responsibilities?
(place an "x" in the appropriate box)

X

Custom Section

Place an "x" in the appropriate box

If yes, how many?

Student Staff
Non-exempt
Exempt

Custom Section

If "Student Staff" - Approximately how many total hours of student staff?

LEADERSHIP:

Do Not Enter

SUPERVISION RECEIVED

Do Not Enter

General supervision:

routine duties are performed with minimal supervision; standard practices or procedures allow me to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.

0%

EDUCATION

Degree/Diploma

Program of Study

Required/Preferred

High School Diploma

Required

Additional Educational Requirements

Food Safety Certification desirable, but not required.

EXPERIENCE

Do Not Enter:

Less than six months

0%

COMPUTER OPERATIONS

Do Not Enter:

CERTIFICATES, LICENSES, REGISTRATIONS**TRAVEL**

Do Not Enter

No travel required.

0%

ADDITIONAL INFORMATION OR QUALIFICATIONS

Food Safety Certification desirable, but not required.

ESSENTIAL FUNCTION ANALYSIS

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

MENTAL/COGNITIVE REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Analyzing information or data			X
Effective communication skills (written and verbal)			X
Composing & comprehending communication materials (written and verbal)		X	
Establishing effective interpersonal relationships			X
Adjusting to changes (work load, environment, department structure, etc.) X			
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.			X
Making decisions of moderate to substantial consequence		X	
Performing mathematical calculations		X	
Editing reports or technical materials			
Planning and organizing (work load, schedules, events, etc.) X			

Custom Section

	Under 1/3	1/3 to 2/3	Over 2/3
Handle stressful, emotional and/or frustrating situations		X	

Working with numerous distractions	X
Working under a time pressure and within timelines/deadlines	X
Coordinating work with others	X
Handling multiple assignments and priorities	X
Completing work in an accurate manner	X
Concentrating - maintaining attention to details and tasks	X
Memory functions (remembering names, details and procedures)	X

PHYSICAL REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X
Walk	X		
Sit	X		
Ability to walk up or down stairs	X		
Use hands to finger, handle, or feel			X
Reach with hands and arms			X
Climb or balance	X		
Stoop, kneel, crouch, or crawl	X		
Talk or hear			X
Taste or smell	X		

Custom Section

	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X		
Up to 25 pounds			
Up to 50 pounds			
Up to 100 pounds (with an assisted device)			
More than 100 pounds (with an assisted device)			

GENERAL PHYSICAL REQUIREMENTS

	Do Not Enter
Light physical activity performing non-strenuous daily activities.	0%

VISION REQUIREMENTS

Do Not Enter

Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	0%
Close vision (clear vision at 20 inches or less)	0%
Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)	0%
Distance vision (clear vision at 20 feet or more)	0%
Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	0%

WORK ENVIRONMENT

	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather) X			
Extreme cold (non-weather)			
Extreme heat (non-weather) X			
Outdoor weather conditions			
Work near moving mechanical parts X			
Work in high, precarious places			
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)			
Toxic or caustic chemicals			
Work with explosives			
Risk of electrical shock			

Custom Section

	Under 1/3	1/3 to 2/3	Over 2/3
Vibration (i.e. operating jackhammer, impact wrench)			
Risk of radiation			
Confined Spaces			

ENVIRONMENTAL CONDITIONS

	Do Not Enter
Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.	0%

TYPICAL NOISE LEVEL

	Do Not Enter
Moderate noise (examples: business office with computers and printers, light traffic)	0%

ADDITIONAL INFORMATION

Must be able to read and identify the ID presented belongs to the person using it, read any error messages on the card reader and must be able to visually see what is happening in the dining hall at all times.

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform the essential functions of this position. I agree to comply with college policies and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law, unsafe work practices, sexual harassment, discrimination or other misconduct to my immediate supervisor or other designated college officials. I further understand that should I have a workplace injury, I will report it to my supervisor and/or the Office of Human Resources immediately. As an employee, I will strive to uphold the mission and core values of Grinnell College. I understand that my service to the institution contributes to the teaching and learning environment. I am aware that I act, in some ways, as a model and informal mentor to students and that my interactions with students, parents, prospective students, alumni, and the public in general reflects on the college.