

TRINIDAD AND TOBAGO HOSPITALITY AND TOURISM INSTITUTE

JOB DESCRIPTION

JOB TITLE: CASHIER – CAFÉ

JOB SUMMARY:

To process all cash transactions accurately and efficiently in accordance with established policies and procedures. Duties and responsibilities of the cashier will include greeting customers when entering or leaving our establishment, maintaining a clean and tidy checkout area and keeping reports of cash and credit transactions.

Duties and Responsibilities

- Handle cash transactions with customers using cash registers
- Scan goods and collect payments
- Issue receipts, refunds, change
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving establishments
- Maintain clean and tidy checkout areas
- Keep reports of transactions
- Bag, box or wrap packages
- Pleasantly deal with customers to ensure satisfaction

Requirements and Qualifications

- Working experience in retail cashier or sales
- Basic PC knowledge and familiarity with electronic equipment (e.g. cash register, point of sale machines etc)
- Strong communication and time management skills
- Customer satisfaction-oriented
- Attention to detail and mathematical skills
- Sales skills

Minimum Qualifications and Experience

- A minimum of three (3) CXC General passes, two of which must be Mathematics and English
- A minimum of one (1) year similar work experience
- A recognized certificate in basic Food Preparation and Hygiene will be an asset
- An equivalent combination of training and experience will be considered