

Cashier

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Company: Fuzu

Location: Ruiru

Category: other-general

Job Summary

Contract Type:

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Key Requirements Skills, experience and qualification

High school graduate or equivalent experience. (Hospitality certification is a plus.)

3 years' experience in a similar role preferable in busy hotel.

Excellent English verbal, written and reading skills.

Excellent mathematical and analytical skills.

Working knowledge of various computer software programs (MS Office, restaurant management software, POS).

Customer service oriented with a lively, energetic, and outgoing personality.

Well-organized and detail-oriented.

Must have accounting background

Responsibilities

Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, and thank guests with genuine appreciation as per the company guidelines.

Receive and post all food and beverage checks into the hotel computer system.

Process all payment methods in accordance with company accounting procedures and policy.

Obtain assigned float and ensure accuracy of contracted monies, obtaining change required for expected business level, and keeping bank secure at all times.

Count float at end of shift, complete designated cashier reports, resolve any discrepancies drop off receipts, and secure bank.

Understand the food and beverage services being provided, including any promotions.

Manage customer or team member inquiries and complaints

Adhere to the daily checklists and notify management of any discrepancies.

Set up and organize cashier workstation with designated supplies, forms, and resource materials and maintain cleanliness of workstation at all times.

Perform other reasonable job duties as requested by Hotel Manager.

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