

Cashiers Responsibility

- Taking orders and making correct change
- Dropping all twenty dollar or larger bills as soon as change is returned to patron.
- Please call Booth Supervisor or Area Manager to change \$50 and \$100.
- Small talk with the patrons ...when there is time!
- Making an effort to engage the patrons ...when there is time!
- Smile
- Representing yourself, your group, and KCRF appropriately.
- Looking neat, clean, and engaged.
- Keeping you cash drawer straight ---this doesn't not include continually messing with the money.
- Keeping the booth clean: wiping the counters, requesting box for trash.
- Reporting the need for more supplies, including money, catsup, napkins, etc. before you are completely out.
- Helping stock the soda coolers.
- Using the tally sheet to keep track of items sold.
- Keeping you cash drawer safe.
- Check the front (order side of counter) of your booth and report to supervisor the need for clean up! Sometimes, you may need Grounds to come for mud/water in front of the booth.
- Know where the bathrooms are located. What foods are sold in your area.
- Saying "Thank you for helping " the name of your organization"
- Sign the Cashier's sign in and put listing the time in and out.
- Please don't ask for tips or put tip jars on the counter. Group leaders should decide if cashiers keep tips or give tip to the group. If the cashier is allowed to keep the tip, the money should be kept by the acting supervisor.

Also

Don't take personal items into the front of the booth with you: purses, backpacks, food, lipstick, etc.