



Employee Requisition Form

Position to Be Filled: F&B Cashier

Purpose: Responsible for handling cash transactions with the Guest and service Food and Beverage products throughout the Tachi Palace Casino Resort.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following is a list of major duties and responsibilities for this position along with certain supportive duties. It is not all-inclusive. Other duties or responsibilities may be added.

- Project an outgoing professional and courteous customer service attitude to all guests.
- Greet customers in a timely and pleasant manner by making contact, being friendly, showing willingness to help and being attentive to their needs.
- Prepares the tables, laying out napkins and utensils, making sure the condiments are refilled, performing all other preparation tasks.
- Maintain proper dining experience, delivering items, fulfilling customer needs, offering desserts and drinks, removing courses, replenishing utensils, refilling glasses.
- Prepare final bill, present check to guest, accept payment, process credit card charges, or make change (if applicable).
- Reconcile cash register at the end of shift.
- Attend training, meetings, and other instructional events.
- Ensure compliance with all Human Resource policies and procedure, promote an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- High school diploma or general education degree (GED) required.
- Minimum of 6 months to 1-year experience in a fast-paced environment preferably in a restaurant/hospitality industry. Any other duties as assigned.
- Any other duties as assigned.

Reports To: F&B Supervisor

Approximate Hours: Full-Time

