

Temporary Cashier

DEPARTMENT: Dining Services
Closing Date: until filled
Employment Detail Part-Time, Temporary
Hiring Zone: \$10.70/hour

Primary Duties

Position receives cash, checks, Digger Dollar, Computer and student meals transactions for food and beverages. Performs routine cashier transactions on a computerized cash register system following established methods and procedures using mathematical skills. Reconciles cash drawers at the end of the shift on cashier cash reports. Follows procedures for handling inter-departmental charges, guest meal passes, gift certificates, and refund policies. Observes and reports pricing changes and errors. Cleans and maintains proper sanitation of the dining room, cashier stations, beverage bar, soup line, coffee brewers, cocoa brewer, fountain beverage machines and stocking of retail store items. Trains other cashiers in cash handling procedures and related Dining Services policies. Performs other related duties as assigned.

Required Skills

- Demonstrated ability to verify currency and coin quickly, efficiently, and accurately
- Proven ability to perform mathematical computations and understand reconciliation procedures
- Demonstrated ability to establish and maintain cooperative working relationships with a diverse work force and the general public
- Demonstrated skills in food handling and preparing various beverages
- Demonstrated excellent customer service skills

Preferred Qualifications

- Two years of teller, front line cashier, or cash handling experience in a high volume work environment
- Working knowledge of standard cashiering processes and procedures
- Demonstrated knowledge of cash handling procedures

To apply, please submit the following items:

- Completed Montana Tech application
- Background check authorization form

The items listed above should be sent to:

Montana Tech Personnel Office, 1300 West Park Street, Butte, MT 59701, Phone: 406-496-4380
Fax: 406-496-4387, e-mail: cisakson@mtech.edu

Or Deliver to Montana Tech Personnell Office, Mining and Geology Building Room 303

Any offer of employment is contingent upon a satisfactory criminal background check. An authorization for a criminal background check form must be submitted with application material www.mtech.edu/employment

Montana Tech is committed to providing a working and learning environment free from discrimination. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, religion, national origin, ethnicity, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political beliefs, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation or preference. In support of the University's mission to be inclusive and diverse, applications from qualified minorities, women, veterans and persons with disabilities are highly encouraged. Montana Tech makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. In compliance with the Montana Veteran's Employment Preference Act, Montana Tech provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran's preference please complete the employment (veteran's) preference form located on the employment page. To request an accommodation, contact Cathy Isakson 406-496-4380; cisakson@mtech.edu