Temporary Cashier

DEPARTMENT: Dining Services
Closing Date: until filled
Employment Detail: Part-Time, Temporary
Hiring Zone: $10.20/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.

Knowledge, Skills & Education Required
- High school graduation. Two years of teller, front line cashier, or cash handling experience in a high volume work environment, or an equivalent combination of education and experience
- Working knowledge of standard cashiering processes and procedures
- Demonstrated knowledge of cash handling procedures
- 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

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

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

As an Equal Employment Opportunity/Affirmative Action Employer, We Encourage Applications from Vietnam Era Veterans, Disabled Individuals, Minorities, and Women.