

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: CASHIER – CAFETERIA SERVICES & CYBER CAFE
(Part-time Not to exceed 25 hours per week.)

PAY GRADE C-2

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To perform cashier functions related to the receipt of all student and college monies.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Additional training preferred.
2. Years of Experience in field: One year of prior experience working directly with cash preferred.
3. Special skills or abilities related to position: Positive human relations skills. Ability to make mathematical calculations with reasonable speed and accuracy. Ability to handle large sums of money accurately and responsibly. Ability to work with minimal or no supervision.

ESSENTIAL JOB FUNCTIONS:

1. Function as a cashier.
2. Balance daily work to cash and computer.
3. Keep the dining area and coffee area clean and sanitized.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in a cafeteria environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Coordinator Cafeteria Services or Designated Supervisor at time of hire.