

Outlet Cashier

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Company: SwissÃ´tel Al Maqam Makkah

Location: Dubai

Category: healthcare-practitioners-and-technical

Job Description

Company Description

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Job Description

To be responsible for cashierâs house fund, and its safekeeping.

To ensure that a check is made and recorded in the POS system for every food & beverage sale in the outlet.

To ensure that a check is made and recorded in the POS system for any meals consumed by employees, or any service offered to guests as complimentary or entertainment.

To enter opening and closing check no. used in his/her shift in the Night Auditors logbook, and ensure that checks are used serially, and all the checks are accounted for.

To open a guest check in the POS system, punching orders, splitting and transferring tables, settling checks as cash, room charge, credit card or city ledger.

To prepare cashier's summary and tally it with Micros (POS) reading at the close of his shift.

To printing and tally transaction list from credit card machines with physical check, and Micros reading.

To prepare deposit envelope, write the deposit amount in cashier's deposit sheet and drop the envelope in the Front Office safe depository, in the presence of a witness, who has also signed the witness column of the cashier's deposit sheet.

To promote efficiency, confidence, courtesy and an extremely high standard of social skills.

To generally promote and ensure good inter-departmental relations.

To display a pleasant manner and positive attitude at all times and to promote a good company image to guests and colleagues.

To demonstrate pride in the workplace and personal appearance at all times when representing the hotel thus identifying a high level of commitment.

To adhere to Company and Hotel rules and regulations at all times.

Qualifications

Your experience and skills include:

Minimum 2 years' of relevant experience.

Excellent communication skills, both written and verbal required.

Be committed to exceeding guest expectations

4-5 stars hotel experience is preferred.

Bachelor's degree is preferred.

Additional Information

Swissotel Al Murooj Dubai, a Resort-style hotel cleverly combining hotel and apartment-style accommodations at the heart of Dubai's city center.

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