

Outlet Cashier (Monkey Bar)

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Company: 25hours Hotels

Location: Dubai

Category: healthcare-practitioners-and-technical

Job Description

The outlet cashier's role is to ensure all the cheques have been closed correctly matching up the debit, credit and cash payments. Ensuring the cash float always matches up and there are no discrepancies. An outlet cashier is also responsible for each waiters' reports and calculation of each member of the floor staff sales as well as end of service and end of day restaurant sales.

Perform returns and special transactions through the POS system, ensuring all special offers have been applied correctly before being charged to the guest

Keep the "register station" stocked with all necessary items

Notify management of all guests' POS System issues

Consistently maintain a balanced cash drawer

Process all guests' payments by cash, credit cards, debit cards and/or gift vouchers

Ensuring each waiter closes up any open checks they might have before their daily report has been printed off

Filling out all waiters' envelopes at the end of each night, performing all calculations including but not limited to CC Total, Cash Total and Tips Total

Processing end of service calculations, doing end of shift and end of day revenue calculations

Perform related duties as requested by the management team

Report to work as scheduler working various shifts including but not limited to weekends, holidays and/or night shifts

Supervise the Assistant Cashier

In charge of the monthly payroll of the team

Qualifications

Hotel related experience field

Admin knowledge

Microsoft office

Minimum of 1 experience in Food & Beverage area

Pre-opening or major refurbishment experience in a similar operation

Middle East experience

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Cross References and Citations:

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