**Go The Distance Baseball, LLC**

**Position Description**

**Job Title:** **Cashier - Food & Beverage**

**Reports To:** **Manager- Food & Beverage**

**FLSA Status:** **Exempt, Part-time, Hourly**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Summary**: Under direct supervision from Manager or Assistant Manager of Food & Beverage. This position will perform all Cashier job components put in place by manager at The Field of Dreams doing business as Go the Distance Baseball, LLC.

**Essential Duties:** Job duties for this position are as follows. Other duties may be assigned and/or performed as required

* Uphold, support and promote all company policies and procedures
* Demonstrate continuous professionalism and respect working with public customers, vendors, distributors, affiliated business partners, and all staff members
* Perform job duties assigned on a daily, weekly and monthly schedule
* Work with all Vendors, Distributors, and volunteers working in or with Food & Beverage on property
* Follow and be in compliance with The Iowa State Food & Beverage Authority health standards.
* Follow and be in compliance with all state inspections, license renewals, and other applicable items dealing with the Iowa State Food & Beverage Authority
* Every year, this position needs to fill out and complete the Iowa State Food & Beverage Authority Health Release form, kept on file at Go the Distance Baseball, LLC. To be in compliance with the Iowa State Health Authority
* Clock in/out on Deputy Time Clock App on any given work day scheduled
* Schedule changes, daily time adjustment, and all other payroll questions need to be directed to the manager. If more assistance is needed manager will contact Human Resource Personnel

**Specific job duties:**

* **Opening of Concessions**
* Cash bag from night before, take to office and grab new cash bag for the day
* Customer service – Top notch service, fast and friendly
* Clean, Stock and organize Concessions
* Count beginning cash; be mindful of all transactions, along with change given
* Clean and sanitize outdoor picnic tables, set up condiment station outdoors
* Fill napkins, place dispensers on picnic tables
* Make fresh popcorn
* Look at all product and stock if needed
* Get bar set up for the day – check all stock; if product is low let manager know
* **End of day Concessions**
* Pick up all napkins, tear down condiment station – wash all dishes
* Change garbage outside if needed
* Tear the bar down, clean and sanitize
* Clean popcorn machine
* All product in concessions needs to be stocked
* Count down register; Run reports, fill out balance sheet, put in managers tray
* Make sure the Cashier Checklist is done, put in manager’s tray
* Money bag goes in safe
* Clock out when Manager or Assistant Manager releases this position for the day