

Jester City Market

DHFS Title	Internal Title	Description	Direct experience required?	Required to lift 50 lbs?	Exposed to extreme temperatures?
Cashier	Cashier	<p>Properly handles cash, credit card, and UT ID transactions while following the DHFS cash handling policy. Prepares cashier booth for opening by securing cash from supervisor. Closes cashier booth, and accounts for/turns in all monies and tickets received during a shift. Counts till at beginning of shift and balances till at end of shift. Accurately identifies all items and rings them up accurately. Follows all policy and procedures of the University and DHFS for money handling and deposit reconciliation at end of shift. Responsible for keeping current with all specials and pricing. Ability to understand and keep current with cash register (MICROS) and updates from DHFS. When business allows, restocks shelves with product and helps face the product in the drink cooler. Assists with inventory when needed by tagging, scanning, and counting items. Helps maintain coffee/beverage station. Requires the ability to stand for extended periods of time. Follows all food, physical safety, and sanitation guidelines set for DHFS. Follows all policies and procedures of the University and DHFS. Follows all instructions given by supervisors. Provides exceptional customer service to both internal and external customers in a facility that serves about 2,000 to 4,500 customers per day. Requires the ability to work with a sense of urgency in a fast paced/high volume environment. Must have strong communication skills, be able to communicate with customers in English, and be able to read and write in English. Other duties as assigned.</p>	NO Prefer prior cashier experience	NO Up to 35lbs.	YES Enters coolers and freezers as well as non-climate controlled areas. Freezer jacket and gloves will be provided.
Stores Clerk	Stores Clerk	<p>Keeps all bottled drink areas, coolers, and shelves stocked and product fronted and rotated by date. Sees supervisor for current set up as items vary season to season. Interacts with warehouse staff to retrieve stock for drink coolers. Reports any/all stock shortages to supervisor so that more can be ordered. Rotates back stock so that the first items delivered are the first ones sold. Maintains minimal back stock on floor. Assists with inventory when needed. Takes product (Grab & Go) temperatures once every hour throughout shift. Records the expiration dates of product in display cooler. Helps maintain coffee/beverage island. Assists with sweeping, mopping, and cleaning cabinets, shelves, coolers, doors, and floor drains. Empties and takes out trash, compost, and recycling. Follows all food, physical safety, and sanitation guidelines set for DHFS. Follows all policies and procedures of the University and DHFS. Follows all instructions given by supervisors. Considerable time spent lifting, bending, stooping, and standing. Provides exceptional customer service to both internal and external customers in a facility that serves about 2,000 to 4,500 customers per day. Requires the ability to work independently with minimal supervision. Requires the ability to work with a sense of urgency in a fast paced/high business environment. Must be able to communicate, read, and write in English. Other duties as assigned.</p>	NO Preferred	YES Lifting up to 80lbs. Pushing/Pulling up to 92lbs.	YES Enters coolers and freezers as well as non-climate controlled areas. Freezer jacket and gloves will be provided.