

**OTTO ( [òt-to] /'o:tto/, meaning: eight)** is not just your average neighborhood pizza shop, it is a home to artists, innovators, visionaries and food connoisseurs turning the ordinary Italian pie into an extraordinary experience! Our mission is to revolutionize pizza and create memories worth sharing! In addition to being part of a creative, friendly team OTTO employees are truly valued and have access to free meals while on shift, flexible schedules and a full benefits package for all full – time individuals.

### **POSITION SUMMARY**

As a **Counter/Cashier** you will be responsible for greeting all guests upon entry and departure and the settlement of all purchases. This role serves to complete the guest experience and prevent loss in adherence to all company policy/store standards.

### **ESSENTIAL DUTIES AND RESPONSABILITIES**

The essential functions include but are not limited to the following.

- Greet all guests as they enter and exit the restaurant facility.
- Maintain awareness of all promotions and product knowledge.
- Take orders when necessary; note any dietary or allergy modifications needed.
- Check identification of guests who order alcoholic beverages to ensure they are of legal age.
- Distribute orders to the kitchen staff for preparation when necessary.
- Settle all purchases; accurately and efficiently complete all sales transactions and maintain proper cash and media accountabilities at POS registers.
- Clean, organize and stock menus at cashier area.
- Perform cleaning side work; ensure that the dining room is a clean and neat area for guests.
- Answer incoming calls and address customer queries and take orders when necessary.
- Comply with established sanitation standards, safety, personal hygiene and health standards.
- Perform closing activities such as cleaning chairs and tables, stacking chairs, preparing stations for morning shift.
- Complete all service paperwork as required.
- Maintain a clean and neat appearance; comply with company dress policy.
- Assist wait staff when necessary.

### **Requirements**

#### **MINIMUM QUALIFICATIONS (Knowledge, Skills, and Abilities)**

- Ability to read and comprehend labels, directions, menus, safety documents, and other work-related documents.
- Ability to use POS registers and credit card systems required.
- Ability to apply simple math.
- Ability to work independently with little supervision required.

- Ability to remain calm while working under pressure in a busy environment.
- Ability to work within timeframe of standard policies and procedures.
- Ability to multi-task and prioritize in a busy, fast-growth environment.
- Ability to work well in a team.
- Ability to take direction when needed.
- Ability to pay attention to detail.
- Strong verbal communication skills required.
- Willingness to workdays, evenings and weekends as required.
- Excellent customer service REQUIRED.