**Express Cashier/Worker**

Job Description

* Effectively run the Tome Express Drive Thru and Pick up Room Lobby.
* Provide excellent customer service by greeting the customers in person or on the telephone.
* Effectively record any Tome Express phone orders.
	+ Taking orders; by phone, email, or app (always keep the phone on you)
		- Upon taking orders you MUST get all correct information
			* Name
			* Phone #
			* Hot or cold
			* Family of individual
			* Complete Delivery Address (if needed)
* Bagging pre-ordered/cold food, labeling, and placing in the front cooler.
* Warm the food and make drinks for incoming orders.
* Maintain a proper rotation of food within the coolers and ensure front coolers stay stocked.
* Keeping an accurate count of food left to sell and communicating with the kitchen about any shortages.
* Communicate with POS Manager about any changes that need to be made to our menus in a timely manner.
* Keep money drawer balanced every day- $250 (set yourself and your team up for success)
	+ Communicate with managers if any change is needed.
	+ Prepare deposit and drop in safe at the end of every day.
	+ \*Upon shortage you will be responsible for paying the shortage back
* Ensure front office and pick up room stay clean and organized- AM/PM Duties (follow checklist).
* Assist with kitchen and deliveries when needed
* Coordinate with delivery drivers to ensure any new deliveries are handled.

Job Responsibilities

* Communicate with all clients related to Tome Express.
* Handle orders coming in and out of the front.
* Come up with ideas to build sales.