

STURGIS BUFFALO CHIP®

Office Cashier Clerk

Work with an energetic team that supports the Buffalo Chip Food and Beverage Department office operations. Shifts available for day, evening, and night schedules.

Responsibilities:

- Handle daily cash/credit transactions for serving staff
- Reconcile monies with sales, ensuring accuracy at beginning and end of shifts
- Calculate reconciliations quickly
- Transactions accurately completed and stored safely
- Positive and clear communication
- Maintain organized and clean work area
- Miscellaneous office duties

Skills and Proficiencies:

- Basic math
- Basic computer knowledge/skills
- Point of Service (POS) systems
- Cash/Credit handling
- Effective, positive interpersonal communication skills, written and verbal
- Efficient
- Dependable
- Punctual

Requirements:

- Able to work 8–12-hour shifts
- Work effectively in a team environment
- Ability to work in a fast-paced environment