



Example of Cash Room Job Description

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Our innovative and growing company is searching for experienced candidates for the position of cash room. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for cash room

- Bundles currency accurately, according to bank's instructions
- Verifies change banks (prepared by cashiers) for next event
- Prepares daily deposit paperwork
- The above is intended to describe the general contents of and requirements for the performance of this job
- Reconcile all cash drawers and safe counts
- Ensure proper cash handling procedures are being followed by all team members
- Properly handle team member cash outs on a shift basis and report any discrepancies
- Maintain accurate financial logs at the unit level
- Ensure accurate accounting of all transactions, collections and disbursements during work shift
- Prepare change orders as necessary

Qualifications for cash room

- Available to work 25+ hrs/week or 3-5 days/week in winter
- Ability to work as needed, including mornings, late nights, weekends, and holidays until Labor Day
- Early mornings, late nights, long weeks, weekends and holidays hours required
- 2 years of experience with revenue control responsibilities and cash handling

- Knowledge of Point of Sale, preferably micros, cash reconciliation and credit card reports
- Must have great guest service skills