

# POS TRAINING SHEET - CASHIER

## on the job training

- Punch In and assign yourself to cash drawer
- Count money in drawer and fill out Cash Logbook
- Learn to print a check for the guest
- Apply payment either cash or check. If cash, input exact amount of cash given and not amount due. If credit card, click type of card and swipe.
- Return check back to customer for signature.
  - Always get a signature also when a gift card is used.
- Close a check after you have applied the signed amount of tip given (or not).
- Manager approval needed for the following:
  - Auto gratuity on a table of 6 or more, Comp. items, Deleted/Voided items (consumed=wasted item or unconsumed=item not made & order error)
  - Complimentary "comp" items
  - Deleted or voided items (consumed=wasted item or unconsumed=item not made & order error)
- End of night
  - MOD will print out Cashier Clock Out Report
  - Cashier will count the closing drawer and log amount in Cash Logbook
  - All cash sales go to the MOD for verification against Clockout Report
  - MOD will count drawer and sign off in Cash Logbook

