

Cash Room Cashier

UF4131

Job Overview:

The Cash Room Cashier supports unit-wide cash operations by accurately processing, counting, and reconciling cash and other payment media from event-based food and beverage operations. This role works within a secured cash room environment and plays a critical part in safeguarding company assets, maintaining accurate financial records, and ensuring compliance with cash-handling policies and procedures.

The Cash Room Cashier supports multiple lines of business within the unit, including concessions, premium services, banquets, beverage operations, vendors/hawkers, and other revenue-generating activities. Responsibilities may vary based on unit size, event volume, and payment technologies used, including cashless and autonomous retail systems.

General Responsibilities:

- Receive, count, and reconcile cash drawers, banks, drops, and other payment media following events or shifts.
- Accurately document cash totals, variances, and reconciliation results in accordance with established procedures.
- Prepare deposits and required cash documentation as directed by the Cash Room Supervisor.
- Maintain secure handling and storage of cash, safes, keys, and sensitive financial materials.
- Verify completeness and accuracy of transaction reports from Point of Sale (POS) systems, vendors/hawkers, and premium service locations.
- Support reconciliation of cashless payment reports and autonomous retail transactions as assigned.
- Report cash variances, discrepancies, or irregularities promptly to supervisory staff.
- Follow all Sodexo cash-handling policies, internal controls, and security protocols.
- Maintain cleanliness and organization of the cash room and workstations.
- Adhere to access control procedures and confidentiality requirements at all times.
- Assist with audits, inventory counts, or compliance reviews as directed.
- Attend required training, compliance meetings, and safety briefings.
- Report accidents, injuries, security concerns, or unsafe conditions promptly.
- Perform additional duties and responsibilities as assigned.

Job Qualifications

Experience/Knowledge:

- High School diploma, GED, or equivalent experience required.
- Prior experience in cash handling, cashiering, accounting support, or financial operations preferred.
- Experience working in high-volume or event-based environments preferred.

Skills/Aptitude:

- Strong attention to detail and accuracy.
- Ability to handle confidential and sensitive financial information responsibly.
- Basic math skills and comfort working with cash and financial documentation.
- Ability to follow detailed written and verbal procedures consistently.
- Strong organizational and time-management skills.
- Ability to work independently in a controlled, compliance-driven environment.
- Effective communication skills with supervisors and accounting staff.

License/Qualifications

Certifications

- None.

General Qualifications:

- Willingness to learn and adhere to strict cash control and security procedures.
- Maturity of judgment and professional demeanor.
- Maintains high standards for accuracy, organization, and accountability.
- Reliable attendance and punctuality in accordance with Sodexo time and attendance policies and unit schedules.
- Ability to work a flexible schedule, including nights, weekends, holidays, and extended event hours as required.
- Must comply with all security, access, and dress code requirements.

Physical Requirements:

- Ability to walk or stand for extended periods of time, throughout the entire duration of a shift, which may often exceed 8 hours.
- Ability to perform repetitive hand and finger movements related to counting and data entry.
- Ability to lift and move cash drawers, coin bags, or safes up to 35 pounds.
- Close vision and ability to focus on detailed financial documents and screens.

Working Conditions (may add additional conditions specific to

defined work location):

- Works primarily in a secured cash room or office environment.
- Limited guest interaction.
- Requires adherence to strict security and access protocols.

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee _____ **Date** _____
Manager _____ **Date** _____