

Dilkon Medical Center

Job Vacancy Announcement #DDH-23-142

Closing Date: Open until filled



POSITION TITLE: Cash Clerk

DEPARTMENT: Food Services

Position Summary:

Under general supervision of the Food Service Manager, the Cash Clerk provides quality food service to patients, families, guests and staff providing the essential foods and non-food items for preparation of meals that include cleaning, sanitation, supply/inventory and safety information. Processes food sales using a Point of Sale system, handling money, making appropriate change, balancing to receipts, documenting and reporting cash/credit transaction information to Finance Department and Food Service Manager. Upholds the principles of WIHCC's Vision, Mission and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Adheres to cafeteria food productions and meal serve schedules.
- Ensures all WIHCC and Hospital Accreditation agency and other regulatory requirements governing the food service department are met; USDA, OEH, FDA, UNSDS.
- Accepts payment for food items purchased by staff, visitors, patients and families etc.
- Accepted Funds accepted will be balanced against the receipts from the Point of Sales system.
- Maintains deposit documentation, make deposits to Finance Department.
- Works closely with assigned finance personnel, will ensure all monies are accounted and accounts balanced.
- Prepares daily food service cash reports; cafeteria meals and employee meal plan data.
- Prepares quarterly cafeteria cash collection documentation for budget reports.
- Assists and maintains department food and non-food budget related processes and goals.
- Works closely with the Food Service Staff and Food Service Food Service Management to accomplish the goals and objectives of the department.
- Sweeps and mops cafeteria floors, cleaning/wiping down food service equipment and counters in the cafeteria.
- Assists with coordinating and monitoring cafeteria cleaning and sanitation.
- Cleans, sanitizes and stocks all food and beverage bar, refrigerator, freezer and vending machines.
- Maintains cafeteria condiment stations; cups, lids, napkins, condiments and food items etc.
- Maintains cafeteria menu boards – accurate pricing of foods.
- Provides customer service/public relations to all who enter the cafeteria.
- Maintains and observes cafeteria ready to eat food items, thawing and preparation.
- Applies food service storage principles for proper storage of foods and supplies.
- Monitors and maintain a safe working environment for all employees.
- Follows instructions using policy and procedures, and using good judgment in prioritizing food production duties and work objectives, planning and organizing time and steps to maximize outcomes.
- Documents time and temperature for cafeteria food storage areas. Include in monthly report.
- Maintains data/documentation required for the Hospital Accreditation, Infection Control, Office of Environmental Health, I-Star and assists with data collections, as needed.
- Initiates and submit work orders as problems are identify with food service equipment, food services area and utilities.
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- Documents time and temperatures of all cafeteria refrigerators, freezers, ice machine, water dispenser and vending machines. Include in monthly report.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.

- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

High School Diploma or GED required. One year prior food service experience preferred. One year of previous customer service and cash handling experience required. Current Food Handler's permit required. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability

- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of duties and responsibilities of the position.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Knowledge of basic usage of computer/cash register equipment/point of sales system.
- Knowledge of appropriately handling money, making changes, balancing to sales receipts, writing reports on outcomes of balancing.
- Knowledge of basic accounting procedures, resolving discrepancies and accuracy documents.
- Knowledge of basic data collection for ration/budget reports.
- Knowledge of cafeteria equipment cleaning, sanitation, assembly and use.
- Knowledge of basic Safety and Sanitation policies and procedures.
- Knowledge of basic cleaning, sanitation, infection control requirements.
- Knowledge of basic personal hygiene standards.
- Knowledge of basic food handling and food safety principles.
- Knowledge of basic food storage principles.
- Ability to operate cafeteria beverage and service equipment.
- Ability to problem-solve cafeteria customer and food quality issues/concerns.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in a kitchen or food service setting with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals, hot liquids, sharp cutting blades, hot and cold working surfaces, extreme temperature changes, humidity, slippery floors, and enclosed areas. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.