

Jazz Café Cashier

While the Serving Team prepares, serves and cleans up the Jazz Café and Bake Sale, Cashiers are responsible for collecting money for purchases. This is a cash-handling role and can only be performed by an adult.

Getting ready, Arrival & Preparation

- So attendees will know you're part of the Jazz Fest team, please wear a band polo or, upon arrival at GBS, be prepared to change into a Jazz Fest t-shirt that all volunteers receive.
- Check in at the Information Table located outside the Library/IMC to pick up your name tag, then proceed to your assigned station.

Shift Responsibilities

- Calculate total purchase price
- Collect cash, coupons or process credit card transactions.
- Manage the cash box

GBS student volunteers receive a free baked good. Band Directors receive a free meal. Be sure and collect their coupons and deposit them in the cash box.

NEVER LEAVE YOUR CASH BOX UNATTENDED. The Treasurer will check in periodically to collect money and provide change. If an issue arises in the interim, notify a Jazz Café team lead or send someone to the Information Table for assistance.

Follow the same procedure of contacting a Jazz Café team lead or the Information Table in the event of any problems you cannot handle. GBS security staff will be on hand throughout the day. Incident forms will be at your location. Please write a description of the problem, noting the time and names of those involved. This will become extremely important for Mrs. Wojcik and Boron in the aftermath.

Post-Shift

- When your shift is completed, please take a few minutes to pass along updates to your replacement. Explain how to process a credit card purchase. Discuss any adjustments or special situations that may've been made throughout the day.
- Do not leave your post unless there is at least 1 cashier on duty.
- If you are working the last shift, please remain at your post until you have been released by the Jazz Café leaders. Bring the cash box and all materials at your post back to the NSJF contest office in the library/IMC and hand it to the Treasurer or Jazz Fest Chair. **It is critical that the cash box is never left unattended.**
- After your shift is complete and/or you are ready to leave the building, check out at the Information Table and return your lanyard & name tag.

Thanks very much for your help at Jazz Fest!