

## **CASUAL FOOD & RETAIL CLERK**

**Location: Cape May, New Jersey**

**Hourly Rate: \$8.75 - \$10.00**

**Opening Date: January 9, 2018      Closing Date: Until Filled**

### **I. POSITION SUMMARY**

This position performs basic accounting and reconciliation duties within the Food and Retail department. Each position will involve some or all of the duties listed below. Employee may be called upon to perform additional duties as assigned. The employee is responsible for following established safety practices while performing assigned duties to protect self, co-workers and the public from personal injury and to prevent damage to Authority property. This casual position is part-time with no guaranteed minimum number of hours, nor are there any guaranteed assignments.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Data entry of all purchase invoices from vendors into the Chef Tec inventory system
- Data entry of product location transfers for Cape May Terminal, the Vessels and Lewes Terminal into Chef Tec inventory system on a daily basis
- Prepare and enter into Chef Tec month end physical inventory for all locations.
- Maintain vendor files for all Food & Retail purchase invoices and inventory records for audit purposes
- Credit Card reconciliation for Food & Retail
- Run reports from the Digital Dining POS and the Chef Tec inventory system and enter data in Register Summary and POS Revenue Excel spreadsheets on a daily basis for specific reporting needs
- Filling out deposit slips for special events, product rebates and depositing in Money Room
- Maintain special events spreadsheet
- Enter miscellaneous deposits on adjustment spreadsheet
- Ensure all copies are sent to Finance department
- Respond to inquiries from Finance department regarding credit card and daily deposits from Associates
  - Other duties as assigned

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of standard office practices and procedures
- Ability to operate office equipment to include personal computers
- Basic knowledge of word processing, excel, and e-mail applications, facsimile, and photocopiers
- Ability to establish and maintain effective working relationships with others

**IV. REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma or equivalent or equivalent related experience
- Basic knowledge of Microsoft Word, Excel and Outlook
- One (1) year clerical experience with data entry. Food and Retail experience in reconciliation and/or inventory preferred
- Knowledge of Chef Tec and/or Digital Dining preferred

**V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

**VI. SPECIAL REQUIREMENTS**

- Subject to a background investigation and pre-employment drug test
- Delaware River & Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay

\*\*\*\*\*

**If you are interested in applying for this position please complete the on-line application at [www.drba.net](http://www.drba.net). In addition, you also have the option of attaching a resume to the completed application.**