

Cashier Audit Agreement



Store Location:

Associate

SS #:

Hire Date:

Critical for an Associate to perform the duties of Cashier

1. Associate is responsible for verifying the starting and ending cash drawer balance.
2. Associate agrees to complete all transactions in the appropriate method, completing the transaction as a credit card charge, check (if applicable), or cash sale. This includes accurately entering tips to credit card charges.
3. Associate agrees to accurately ring as sales all items received by the guest. Confirmation of add-on items such as guacamole, peppers, mushrooms, or Queso is required.
4. Associate agrees to immediately notify the manager on duty when receiving a cash bill greater than \$20.

Cashier Agreement

I, _____, agree to the above criteria and understand that failure to perform these procedures will lead to disciplinary action up to and including immediate termination from Blue Coast Burrito.

Associate Signature

Date

Manager Signature

Date