

# Coffee Cart - Cashier

## Pre-Service

Arrival time is 8:30 am for the Cashier.

- Go to reception and get out the following items:
  - Square EFTPOS device (with charger)
  - iPad
  - Money Tin & Key
- Turn on the iPad, the password to access the iPad will be issued to when you join the team and you will be notified of any updated passwords.
- Turn on the printer – switch is located on the left-hand side of the printer - check that power light is light up on the front. (The printer is connected by blue tooth and will connect automatically to the iPad.)
- Turn on the Square device and connect to charger
- On the iPad, open the Square App and login to the hospitality account
  - There should be an option to select [hospitality@gencitychurch.com.au](mailto:hospitality@gencitychurch.com.au) on the bottom of the Square when signing in. The password asked will be the same as the iPad login.
- To set the opening drawer in square you will need to enter in a transaction.
- Select add a tea, select no milk, select add, select charge and you will be prompted to set the drawer amount.
- Count the float and check that the total amount of cash is \$120
- Enter the amount into starting cash, select start drawer
- Enter a name to complete the tea order, and select record payment (please note that payment should be \$0)
- The printer should automatically print the order
- Check that both the Square device and printer are connected to the Square Device. Note at the top right-hand side of the APP there should be a tick next to the Printer and a tick next to Card Reader.
- The sugar sticks and stirrers should be placed on the round table next the coffee cart on the Tudor Street side.
- Take out the banana bread and butter and place on top of the fridge to serve at room temperature.
- Take out the cookies from the Fridge and place on the top of the fridge.

## During Service period

All items are to be processed through the Square REGISTER, regardless of whether it is complimentary barista made coffee or paid. Complimentary coffees are given out to our guests as directed by our pastoral team. Tea is provided for free.

### Receiving Tithes/Offerings

During service of coffee, receive any eftpos payments for tithes/offerings and/or missions offerings through the Square app on the iPad using the following Tabs:

- Tithes - Sunday Service
- Missions

# Processing Orders

## Steps to order

- Greet each person with a smile – select each drink they order and ask them if they would like full cream, skim or soy milk.
- Once order is complete select pay and you will be prompted to enter a name for the order.
- You will need to select cash or card.
- Once payment has been processed, the printer will automatically print the receipt.
- Place the tickets in a line, in the same order that they were processed so that the barista can pick them up.
- Note you will need to hand out any cold drinks or cookies, before serving the next customer.
- During the Service, the iPad and money tin is to be placed under the coffee cart when not in use.

## End of Serving

Once the Coffee Cart has been closed, these are the steps that are required to close the register. The money is to be counted on the trolley under the TV next to the display fridge.

- To view the sales total, to select logout, click on 'more', sign out coffee cart, complete report and end draw.
- Count the total cash in the float. Check that it is the same amount as what has been indicated in expected cash. It will indicate if there are any differences. (two people are to count the float)
- Remove the float from the total cash - There is a laminated card in the bottom of the money tin which provides a break-up of the float. Try to keep to this where possible, if you can't then just leave \$120 in the float and we will get change through the week. This happens sometimes when people give us a \$50 note.
- Place the outstanding amount from the sales in an envelope. On the envelope write:
  - Coffee Cart
  - The date that the register was closed
  - Amount of cash
- Close Register by entering the total amount of cash, including cash drawer and what is in the envelope.
- To sign out of square, go to 'more', sign out coffee cart and sign out.
- When the cash register is closed, it will automatically print off a Drawer Report.
- Add the Drawer Report to the envelope with the cash and seal the envelope.
- Take the iPad, money tin, Square machine and charger into the reception office.

Once completed ensure that the iPad and the Square devices have been switched off. Give the envelope, iPad and Square device and charger to the receptionist to put away.