

## How to Administer the Cash Register

### Opening the Shop

1. Find the cash drawers stored in the Catering Room, off the Kitchen.
2. Before the shop opens, count the contents of each drawer. Each drawer should contain \$400.00 in bills and \$20.00 in change - this includes any rolls of coins in the drawer.
3. After you have verified the amount in each drawer, sign the opening voucher. If the register is over or under \$420.00, notify the Shop Manager or Ken immediately.
4. Even when a cash drawer's total does not equal \$420.00, sign the voucher - but record the incorrect amount you opened with on the voucher sheet.

### Maintaining an Organized Cash Drawer

- Throughout the business day, maintain clean, organized cash drawers.
- Keep all bills organized by amount, and facing the same way.
- Maintain coins in organized groups, and be sure you have enough coins in each slot so that you are not taking up a customer's time opening coin rolls.
- If bills or change run low, fill out a change order form. Then ask a coworker to verify the amount you take from the cash drawer to the bank. Take that amount to the bank for bills/change, and ask a coworker to verify what was put back. Then fill out the change voucher, and sign and date it.
- Ensure receipts are neatly placed in the slot in front of each cash drawer/register.

### Daily Cash Drawer Reading

- At 1:00 p.m. each day, one person is assigned to do a cash drawer reading.
- If you do the reading, sign the reading sheet and place it underneath the cash drawer next to the meat cooler.
- The person who performs the daily cash drawer reading should notify the closing team of how much business has been done so far and what remains undone to hit the daily sales goal.

### Closing the Shop

- Print the sales tape to show how much cash above the starting amount of \$430.00 should be in the drawer.
- This number is found under the "**Breakdown by Payment Type.**" "**Cash**" is the amount we should have over the \$420.00 starting point.
- Leave each drawer with \$400.00 in bills and \$20.00 in change. Count the excess and compare that with the register tape to see if those amounts match.
- Record the amount that is in the bank bag and sign the voucher. Then place that money in the bank bag with the signed voucher, the register tape, and the receipts.
- Place the bank bag in the black box in the Catering Room.

