

UNANNOUNCED SPOT-CHECK OF CASHIER

INSTRUCTIONS

An unannounced spot-check of cashier functions, including a verification of cash count and change funds, is required at least monthly at each installation dining facility. This control measure is established to ensure the accuracy of identification procedures, headcount, cash controls, and monetary credit to the dining facility.

OBSERVER QUALITY ASSURANCE EVALUATOR: Prepare in one copy. Note discrepancies in REMARKS section. At end of spot-check, discuss with Dining Facility Supervisor and Food Service Officer. Sign and forward to Chief of Services.

CHIEF OF SERVICES: Review the spot-check report. Sign and forward to Food Service Officer for required corrective action and retention.

DINING FACILITY	MEAL	DATE OF SPOT CHECK
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KEY PERSONNEL CONTACTED

NAME	GRADE	NAME	GRADE

DETERMINATION OF COMPLIANCE

	YES	NO
1. Previous spot-check reports are on file in the Food Service Office. Action was taken for any noncompliance.	<input type="checkbox"/>	<input type="checkbox"/>
2. Up-to-date and written instructions are available to the cashier which cover identification, cash collection, meal rates, common services, cross service, transient procedures, and receipt of customer comments.	<input type="checkbox"/>	<input type="checkbox"/>
3. Cashier performance demonstrates they are familiar with identification, reimbursement, headcount, and anti-robbery procedures.	<input type="checkbox"/>	<input type="checkbox"/>
4. Meal rates, including meal charges or item prices, and surcharges, are accurate, and posted accessible to customers.	<input type="checkbox"/>	<input type="checkbox"/>
5. Cashier operations and accountability are accomplished properly.	<input type="checkbox"/>	<input type="checkbox"/>
6. Cashier(s) are on duty at prescribed stations for the complete meal period.	<input type="checkbox"/>	<input type="checkbox"/>
7. Cash collections and the amount of change funds are proper.	<input type="checkbox"/>	<input type="checkbox"/>
8. AF Form 79, Cash Collection Record (Storage Safeguard), and AF Form 1339, Dining Hall Signature Record (Storage Safeguard), are properly completed. In A La Carte System (ALACS) facilities, cash register procedures are followed and patrons are offered a receipt.	<input type="checkbox"/>	<input type="checkbox"/>
9. Meal counts are verified with postings on AF Form 1650, Daily Dining Facility Summary (or AF Form 1650a in ALACS)	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS (Each item checked NO requires explanation. Use reverse if necessary.)

NAME AND GRADE OF OBSERVER/QAE	SIGNATURE	DATE
SIGNATURE OF CHIEF OF SERVICE		DATE

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