
Functional Title:	Cashier	Job Code:	0006-CS150
Classification Series:	Cashier	Band/Zone:	E1
Department:	Multiple	FLSA:	Non exempt
Date:	July 1999		

General Function:

Operates cash register and performs other tasks related to selling goods.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Operates cash register; receives money and makes change; counts register drawer and reconciles with shift balance.
- 2) Assists customers; answers questions and provides information.
- 3) May monitor and train student employees.
- 4) Answer phone and respond to general inquiries.
- 5) May assist in reconciling balances or preparing and making balances.
- 6) May assist with stocking, setting up displays, and cleaning shelves.
- 7) Perform general clerical tasks such as filing and light typing.

Reporting Relationships:

Direction Received: Reports to Manager or Assistant Manager.

Direction Given: Occasional monitoring and training of student employees.

Minimum Requirements:

Requires a high school diploma or GED and six months of retail experience or an equivalent combination of education and experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of cash register operations; ability to work well with individuals with diverse backgrounds.

Working Conditions:

Physical effort usually requires considerable walking and standing with some lifting of materials weighing 25 to 50 pounds.