

## CASHIER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	Unrepresented	56	09/14/17	Classified Hourly	1 of 2

### DEFINITION

To receive and process cash and checks for a variety of fees and charges; and to perform a variety of other clerical and customer service related activities.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Prepare and issue receipts for monies collected; deposit money.
- Balance cash on hand against receipts; prepare deposit slips; check balances and reconcile cash statements.
- Approve checks and credit cards.
- Sell tickets and permits; maintain records and accounts.
- Issue refunds after confirmation that a refund is appropriate
- Maintain supplies and materials inventory; order replenishment as necessary.
- Respond to general or specific inquiries from students, faculty, and others.
- Prepare and setup appropriate displays for cashier station at special events.
- Set up and operate cash register; collect monies for a variety of purposes, student activities and other events.
- Operate a variety of machines and equipment including credit card authorization machine; operate a computer and other office machines as assigned.
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures of cash handling.
- Proper operation of store equipment such as point of sale systems, computers and calculators.
- Modern software applications (Microsoft Office Suite, etc.).

Skill/Ability to:

- Record and maintain proper documentation of purchases and inventory levels.
- Understand and carry out both oral and written instructions.
- Prepare and set up appropriate displays.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.



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- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- Two (2) years of experience performing customer service and cashier duties.

### EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.

Adopted: 09/14/17