

JOB DESCRIPTION

Job Title: Cashier
Department: Retail
DOT Code: 211.462-014

Job Relationships

Supervised by: Retail Store Manager and Keyholders

Supervises: No one

Hours of Work: Variable days-Full Time (40 hours per week.) Part Time (up to 20 hours per week)
Weekend and flexibility required.

Position Summary: To ensure all Goodwill customers purchases are handled in a friendly, efficient and accurate manner.

Duties & Responsibilities:

- 1) Operates the cash register and records each sale for the correct amount and category.
- 2) Follows all cash register procedures such as, but not limited to: cash, check and charge transactions, employee sales, voids, returns, tax-exempt sales, cash handling and locking register drawer.
- 3) Completes all cash register related forms accurately.
- 4) Must be courteous to the customers, answers questions and assists whenever possible. Refers customer to store management if unable to assist.
- 5) Must accompany store management to the bank to make nightly deposits.
- 6) Abides by all store policies, procedures and safety guidelines.
- 7) Must participate in the Round Up Program and follow the Round Up Procedure with every transaction.
- 8) Demonstrates Goodwill ethics and Values

Education & Experience:

- 1) High School Graduate or equivalent.
- 2) At least 6 months cash register experience, preferably in the retail environment.
- 3) Good oral and written communication skills.
- 4) Good math skills
- 5) Able to meet public in a friendly and courteous manner, handle complaints in a tactful manner.

Physical Requirements/Working Conditions:

- 1) Ability to lift up to 35 lbs.
- 2) Must be able to reach, bend, stoop, walk, and twist frequently.
- 3) Ability to stand for at least 8 hours a day.

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Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability. Goodwill Industries does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.