



Position Title: Cashier

Department: Social Enterprise

Reports to: Girard Thrifty Shopper Manager

FLSA Status: Non-Exempt, Hourly

Job Type: Part-Time, 15-18 h/wk

Job Summary

Reporting to the Manager of the Girard Thrifty Shopper, the Cashier's role is to process all store transactions accurately and efficiently in accordance with established policies and procedures. The Cashier supports the overall sales efforts of the Thrifty Shopper through customer service, accurate sales transactions, and maintaining a safe and clean store environment.

This role will also include the stocking of priced merchandise to the floor.

Responsibilities

- Receive payments by cash, credit cards, vouchers or gift cards in accordance with established policies and procedures.
- Greet and assist customers entering the store.
- Keep workstation area clean and organized.
- Stock priced merchandise to the floor.

Education & Experience

Cashier or related experience preferred but not required.

Skills & Abilities

- Must be able to provide excellent customer service.
- Must be comfortable working with money.
- Possess strong communication skills

- Capable of exercising sound judgment and comfortable in asking questions when necessary, in order to maintain the integrity of the store.
- Ability to take responsibility, to work well as a team member and to work independently without supervision within the scope of normal duties and responsibilities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is primarily sedentary, sitting for long periods of time and is regularly required to stand, walk, use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/ or move up to 25 pounds and occasionally lift and /or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Contact with computer screen for long periods of time is required.

Working Conditions

Works primarily out of the Girard Thrifty Shopper store, but monthly all-staff meetings will require travel to main campus.