

CASHIER

DEFINITION

Collects and registers money from merchandise sales and/or fees for services at an assigned campus location.

TYPICAL DUTIES

Operates a cash register to itemize and total selling price of merchandise and/or fees for services.

Collects cash, check, or charge payment from customers, makes change for cash transactions, and issues receipts.

Sets up cash drawers daily to assure adequate cash for making change.

Checks identification and obtains authorizations on check and credit card purchases.

Counts money in cash drawer at beginning and end of work shift.

Records daily transaction amounts from cash register to balance cash drawer at the close of each day's business or at the end of the shift.

Trains others to operate the cash register.

May issue cash refunds or credit vouchers to customers for returned merchandise.

May assist customers in locating and selecting merchandise.

May stock and keep merchandise shelves, counter space, displays, and sales areas neat and orderly.

May assist in taking inventories by counting merchandise items on shelves and in storage.

May order standard articles for assigned areas such as candy, gum, etc.

May use electronic scanner to record prices of merchandise.

May review price sheets to note price changes and sale items.

May mark merchandise with predetermined prices.

May perform basic clerical functions utilizing computer equipment.

If assigned to college cafeteria, may perform additional duties involving general cafeteria work such as clearing counters and tables, mopping spills, refilling condiments and utensil holders, assisting in preparation, and serving of a variety of foods and beverages.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Cashier** collects and registers money from merchandise sales and/or fees for services at an assigned campus location. Depending on assigned campus location, may perform additional duties related to merchandise sales, stocking, price marking, or general cafeteria work.

A **Senior Cashier** acts as lead and participates in the work of a small group of cashiers engaged in collecting and registering money from merchandise sales and/or fees for services at an assigned campus location. Depending on assigned campus location, may perform additional duties related to merchandise sales, stocking, price marking, or general cafeteria work.

DISTINGUISHING CHARACTERISTICS (Cont.)

An **Accounting Assistant** applies an entry-level knowledge of clerical accounting and standard cashiering methods; receives daily cash collections from various locations, reconciles cash with register receipts, prepares daily bank deposits; and follows a fiscal unit's established practices and procedures in the clerical processing and recording of accounting transactions and information which include coding, posting, checking, and matching documents.

SUPERVISION

Immediate supervision is received from a classified supervisor. Lead direction may be received from a Senior Cashier. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Cashiering procedures and practices
- Basic arithmetic
- Customer service techniques for public contact in person and on the telephone
- Basic record keeping procedures
- Operating features and capabilities of computer equipment and applications used in storekeeping operations

Skill in:

- Operating a cash register

Ability to:

- Receive and disburse monies rapidly and accurately
- Remember and total rapidly the selling prices of items and/or fees for services
- Make simple arithmetic calculations quickly and accurately
- Maintain accurate records
- Follow written and oral instructions
- Work cooperatively and effectively with District personnel and students
- Learn general and specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent **AND** six months of full-time, paid cashiering experience.