SENIOR CASHIER

DEFINITION

Acts as a 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.

TYPICAL DUTIES

Trains, assigns, and reviews the work of a small group of cashiers.
Opens cash register stations at the beginning of the shift.
Makes up money bags for individual cash registers and assigns cashiers to registers.
Makes change from the safe during the day.
Acts as liaison with the college business office in the resolution of problems with register balances and receipts.
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.
Performs basic clerical functions using computer equipment.
May process non-sufficient fund checks by contacting the customer and arranging for payment.
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.
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, etc.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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.)

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.

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. Exercises lead responsibilities over assigned personnel.

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
Basic operating features and capabilities of computer equipment and applications used in storekeeping operations

Skill in:

Operating a cash register

Ability to:

Operate a cash register accurately
Provide leadership and technical assistance to others
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
Give clear and concise 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** one year of full-time, paid cashiering experience.