



Cashier  
*Job Description*

**Job Classification:** Non-Exempt, Part-Time

**Work Schedule:** As negotiated in employment letter.

**Reporting Relationship:** Director Employment Services

**Primary Accountabilities:**

The Cashier's primary role is to assist customers in navigating the menu, ensure that prices and quantities are accurate, accept payments, issue receipts, answer inquiries, and provide helpful information to customers products, promotions, or item location. This position must uphold the mission of the Capper Foundation.

**Major Duties:**

- Greeting customers, answering questions, locating items, and providing advice or recommendations.
- Operating scanners, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate.
- Processing refunds and exchanges, resolving complaints.
- Bagging or wrapping purchase orders.
- Follows all store procedures regarding coupons and gift cards.
- Ensures that the store is clean and always organized.
- Other duties as assigned.

**Qualifications:**

- High school diploma or GED equivalent, or suitable alternative.
- Customer service or Cashier experience preferred.
- Ability to manage transactions accurately and responsibly.
- High level of energy with strong customer service skills.
- Basic math and computer skills.
- Ability to stand, walk and collaborate with other team members to provide excellent customer service.
- Attention to detail.
- Helpful, courteous approach to resolving complaints.

**Training Requirements:**

- Must complete orientation training and maintain training certification based on agency procedures.

**Physical Demands:**

- Lift 50 pounds
- Bend, stoop, kneel, crawl, and walk frequently.

**Work Environment:**



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- Direct contact with individuals who are severely physically and/or developmentally disabled and who may exhibit unpredictable behavior and uncontrollable outbursts. The physical characteristics of the work environment are such that noise and odor control procedures are required.

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date