

SENIOR CASHIER

CLASS SUMMARY

Under supervision – handles cash register sale; waits on customers; coordinates promotions; makes purchases; directs part-time employees; and related duties as required.

REPRESENTATIVE DUTIES

Resets cash registers; checks cash receipts; directs the work of part-time employees; arranges for credits and returns for customers and with vendors; assists in receiving, marking, stocking and arranging books, stationary and other bookstore merchandise; assists instructors in selection of books, supplies and other materials to meet special needs; assists patrons with purchases; buys, receives, prices and displays assigned stock items; keeps records and files on incoming merchandise; and maintains vendor files, current catalogs and price lists.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager in Fiscal Services. The class may direct the work of part-time help.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to graduation from high school; two or more years of experience in cashiering, retail sales, purchasing, bookstore operations, or similar field.

Knowledge and Abilities

Knowledge of: retail store operation, shipping, receiving, purchasing, stock, cashiering, clerical and record keeping methods and procedures.

Ability to: understand and follow oral and written directions; make arithmetic computations rapidly and accurately; keep accurate records; estimate stock needs; lift, move, sort and store objects of medium and occasionally heavy weight; direct the work of others; maintain effective working relationships with fellow workers, customers and vendors; perform essential services in the absence of co-workers.