

STUDENT EMPLOYEE JOB DESCRIPTION

for

Student Cashier I Job 9506

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General Description

Student is responsible for performing general cashier functions according to established procedures in a well defined environment, under moderate supervision while exercising a moderate level of independent judgment.

Duties

(may include but not limited to)

Receives and records cash and non-cash transactions
Balances cash receipts against register tape (if applicable)
Uses the computer to process information
Handles cash and/or property
Greets visitors and provides general information
Opens, sorts and distributes mail
Answers telephones and relays messages
Orders and takes inventory of stock and supplies
Interacts with customers in a friendly and professional manner

Additional Requirements

(may include but not limited to)

Has previous cash handling experience
Possesses a working knowledge of Microsoft programs
Exhibits knowledge of computers with the willingness to learn department-specific software
Displays a motivation to learn about merchandise and/or department
Demonstrates excellent customer service skills
Pays close attention to detail
Must be responsible, reliable, trustworthy and patient
Must sign a confidentiality agreement

The description above reflects the general duties and requirements considered necessary to perform the principle functions of the job and shall not be considered a comprehensive description of all work requirements which may be inherent to the position. Individual departments may have specific requirements not detailed above.



Student
Employment