

STUDENT EMPLOYEE JOB DESCRIPTION

for

Student Cashier II Job 9507



General Description

Student is responsible for performing semi-complex cashier functions involving large sums of money according to established procedures in a well defined environment. Student works under minimal supervision while exercising a high 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
Works with confidential material
Helps coordinate activities for other student employees

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 and communication skills
Pays close attention to detail
Exhibits leadership abilities
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