

Classification Specification: Cashier

Classification Number: 16111
Effective Date: 04/14/2014

Pay Grade: 23
Current Exemption Status: Nonexempt

Position Summary

Maintains and operates cash register and surrounding areas. Receives and disburses cash whether currency, credit cards, checks or other payment forms. Cleans and stocks surrounding areas.

Essential/Primary Duties

- Opens/Closes cash register at beginning/end of shift.
- Operates cash register, ringing up all transactions, cash sales and charges. Diagnoses and corrects minor errors when operating cash register. Corrects machine problems. At completion of serving, closes out register. Calculates amount of total cash and counts cash bank to ensure correct amount. Accumulates cash and transaction materials and delivers to unit manager. Safeguards all storage areas and cash/income at all times. Identifies taxable and non-taxable transactions. Checks items on serving line with menu and menu board to verify all items are listed. Checks prices on menu board to verify correctness.
- Maintains a service area with designated supplies.
- May assist in cleaning service area and restrooms.
- Communicates positive values to staff. Practices good customer relations. Provides high quality customer service and deals with problems and complaints courteously and efficiently. Handles emergencies.
- Cleans register and supplies register area with designated items. Maintains work area by cleaning and sanitizing as needed.

Experience and Education

Experience

- Six months related experience required

Education

- High school diploma or GED required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.