

The logo for 'Just Between Friends' features the words 'Just Between' in blue and 'Friends' in red, with a stylized graphic of three figures in blue, yellow, and red above the 'i' in 'Friends'. Below this, 'Lewes Public Library' is written in blue.

# Just Between Friends

## Lewes Public Library

### **Just Between Friends Shop Cashier**

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

#### **Summary**

Provide customer cashier service, merchandising, inventory control, and other related activities for a small Friends of Lewes Public Library shop located in the Lewes Public Library.

#### **Cashier Job Responsibilities**

Obtain payment for goods by itemizing and totaling customer's purchases.

#### **Cashier Job Duties**

- Itemize and total purchases by recording prices, departments; operate a cash register.
- Enter price changes by referring to price sheets and special sale bulletins.
- Discount purchases for Friends' Members.
- Collect and process gift certificates, membership vouchers, and loyalty cards.
- Collect payments by accepting cash, check, or charge payments from customers; makes change for cash customers.
- Operate credit card authorization system.
- Verify credit card with signature and drivers license.
- Verify customer identity for purchases by personal check by reviewing and recording driver's license number.
- Balance cash drawer by counting cash and verifying credit card receipts/report at beginning and end of day.
- Provide pricing information by answering questions.
- Maintain checkout operations by following policies and procedures; reports needed changes.
- Maintain safe and clean working environment by complying with procedures, rules, and regulations.
- Contribute to team effort by accomplishing related results as needed.

#### **Cashier Skills and Qualifications**

Dependability, productivity, customer service, professionalism, attention to detail, customer focus, general math skills, basic computer skills.

#### **Working Conditions and Physical Effort**

- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for up to four (4) hours per day.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.
- References may be required.