



Cashier and Donation Processor Job Description

Become a valuable part of our team and work for a nonprofit organization whose proceeds benefit teachers. We are looking for an employee who is punctual, dependable, able to take the initiative when necessary, and eager to help educators.

This is an FSLA-classified non-exempt position, Seasonal part-time, with an hourly rate of \$15.15.

Duties and Responsibilities:

1. Greet and assist teachers and customers while anticipating their needs.
2. Provide courteous and respectful customer service through cashiering functions, including processing credit cards and handling cash, providing correct change, and accurately accounting for all daily transactions.
3. Maintain an organized, efficient, safe work area and a neat and orderly sales floor.
4. Assist in processing donations and stocking the sales floor.
5. Perform other related duties as assigned.
6. Maintain cleanliness and organization in the front entry, lobby, and all other areas of the store at all times
7. Work closely with the Manager and the Director regarding any additional duties as assigned.

Knowledge, Skills, and Abilities:

1. Must be computer literate and familiar with Word, or Microsoft Office, Excel, and other office applications
2. Strong writing, analytical, and problem-solving skills
3. Knowledge of principles and practices of organization, planning, and records management and general administration
4. Ability to communicate effectively both orally and in writing
5. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers, and cash register systems
6. Ability to follow oral and written instructions
7. Maintain confidentiality in all aspects of client, staff, and agency information
8. Basic cash management skills

Minimum Qualifications:

1. At least one (1) year experience in general office responsibilities and procedures preferred
2. Must be computer literate and familiar with Word, or Microsoft Office, Excel, and other office applications
3. Knowledge of principles and practices of essential office management and organization.
4. Motivated self-starter who can work alone or as part of a team
5. Work pace might require lifting and/or carrying up to 25 lbs. Sometimes heavier items of up to 50 lbs. will be lifted/carried either with assistance from another person or by using appropriate material handling equipment.