

GOODWILL EASTER SEALS JOB DESCRIPTION – NOVEMBER 2001

TITLE: **Cashier**

DIVISION: Retail

CLASSIFICATION: Non - Exempt, Full Time or Part Time

REPORTS TO: Store Manager and Store Assistant Manager

Purpose of position:

To perform the general duties necessary for the efficient operations of the agency's retail stores.

Essential Functions: (must be able to perform these functions, with or without a reasonable accommodation).

1. Operates cash register, receives payments for purchases and records sales and other transactions.
2. Balances cash drawers at the end of shift, having no more than three \$5.00 over/under discrepancies in any three month period.
3. Checks and cleans dressing room at least hourly.
4. Collects and keeps shopping carts stacked and orderly.
5. When hanging, reaches production guidelines, hanging on the average, 600 garments, per day.
6. Checks garments for possible salvage material and ensures that little or no salvage is put out on the sales floor.
7. Transfers racks from the back room to the sales floor when rack is full.
8. Places garments and small wares on the proper floor racks and shelves and restocks when racks get low or shelves look empty.
9. Removes empty hangers from the racks on the sales floor and returns them to the proper place in the production area, based on the type of hanger.
10. Assists in security by staying aware of customers' and employees' activities and reports any suspicious activity or theft to the supervisor or manager.
11. Ensures a clean and empty work station at the end of each shift.
12. Rotates store merchandise as instructed by supervisor or manager.
13. Keeps aisles free from debris in the production and sales floor area.
14. Sorts clothes into either salvage or sellable merchandise containers, with less than 5% salvage items being sorted into sellable merchandise.
15. Greets customers in a friendly manner and assists them with general information.
16. Observes safety procedures and personnel policies.
17. Regular attendance is required as outlined in Goodwill Easter Seals' attendance policy.

Marginal Functions: (Duties that are likely to be assigned to this person, unless he/she proves unable to perform them after receiving training and/or accommodations that we judge appropriate).

1. Keeps store and bathrooms clean and hazard free by vacuuming, mopping, dusting and cleaning fixtures, as assigned.
2. Checks, sorts and prices electrical equipment and small wares and prepares it for display on the sales floor.

3. Disposes of trash and un-usable merchandise into outside dumpster and breaks down cardboard boxes and stores in proper area.
4. Greets donors and assists them in bringing donations into the store and issues receipts, as necessary.
5. Sorts and hangs clothes in compliance with company standards and guidelines.
6. Other duties as assigned.

Skills, knowledge and abilities: (these are required to enable job holder to perform the essential functions of the job).

1. Must be able to interact cordially and productively with a variety of people.
2. Must be able to market Goodwill Easter Seals and explain the mission to the general public.
3. Must be able to communicate, write and read clearly in English.
4. Must be able to maintain a congenial working relationship with supervisors and coworkers.
5. Must be able to work a flexible schedule, including nights, weekends and holidays.
6. Ability to function in a hectic work environment with occasional periods of high stress.
7. Must have knowledge of fashionable women’s, children’s and men’s clothing.
8. Ability to use repetitive hand, finger and wrist movement when hanging, sorting and buttoning clothing.
9. Ability to engage in frequent bending, stretching and stooping.
10. Ability to engage in prolonged standing, walking and twisting.
11. Ability to lift and carry objects weighing up to 25 lbs. frequently and 75 lbs. with assistance occasionally.

Experience and Education Requirements:

High School diploma or GED preferred, but not required. Prior work experience in the service industry required.

Prior experience running a cash register is a plus.

Working Conditions:

Frequent physical exertion, exposure to unfit donated goods.

I have read and understand this job description. I have discussed this job description with the supervisor/manager who interviewed me. If offered this position, I will be able to perform the essential functions of this position with or without accommodation.

Applicant’s Signature

Date

Supervisor/Manager’s Signature

Date