



[Apply Online >](#)

JOB DESCRIPTION

Position Title	Department	Reports to
Cashier – 3 rd Party Delivery Clerk		[Manager]
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	

POSITION SUMMARY

Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions and validate checks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Answer customers' questions, and provide information on procedures or policies.
- Help customers find the location of products.
- Issue receipts, refunds, credits, or change due to customers.
- Greet customers entering establishments.

QUALIFICATIONS

- Friendly and positive attitude
- Excellent customer service
- Excellent communication skills
- Ability to make change
- Basic math skills
- Attention to detail
- High School diploma or equivalent desired
- 0-1 year of retail experience desired

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to walk and stand during entire shift. The employee frequently must lift and carry

racks or stacks of dishes, glassware, and other utensils, weighing up to 30 pounds, up to 50 times per shift. The employee occasionally lifts and empties trashcans weighing up to 150 lbs., with assistance, up to two times per shift. The employee frequently bends, stoops, reaches, pushes and lifts. The employee works primarily indoors in a hot, damp environment with some work done outside. This position required the occasional exposure to sharp machinery, broken glass, metal cans, and heat sources with some potential for injury. The employee is frequently required to wash hands. The noise level in the work environment is usually moderate to high.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

[Apply Online >](#)