

## **Waterfront Rescue Mission** Job Description

**Retail Job Title:** Cashier  
**Department:** Retail Services  
**Reports To:** Assistant Manager

### **Summary:**

Provides customer service and assists customer with purchases. Performs all reasonably related duties as assigned.

### **Duties:**

- Rings sales register, completes paperwork for large items and ensures that they are properly processed out of the building.
- Wraps and bags purchases as needed.
- Processes returns.
- Fills out documentation when applicable (furniture or appliance sales).
- Produces cashier reports (cash drawer information).
- Reconciles drawer at opening and closing.
- Performs store housekeeping duties (dust, vacuum, trash removal, tidying up).
- Must have regular attendance on the job.
- Must support the goals of the Mission.
- Must be willing to sign the Waterfront Rescue Mission's Statement of Mission and Values.
- Must have the ability to form effective working relationships with supervisors, clients, other staff members and the public.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Christian Values Commitment: Must respect and uphold the mission and values of the ministry and possess high level of ethics, honesty and character.

Education and Experience: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

### **Knowledge, Skills & Abilities:**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to apply understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to manipulate; reach with hands and arms and to speak and listen. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**I have reviewed this job description and do not have any reservations about my ability to perform all duties of the position.**

---

**Name**

---

**Date**