



**MARION GOODWILL INDUSTRIES, INC.**  
**Job Description**

Job Title: Cashier  
Classification: Regular  
Reports To: Store Management Team  
FLSA Status: Non - Exempt  
Supervises: N/A  
Revised Date: 12/2012

**Mission Statement**

To assist individuals with disabilities and other special needs to attain self-sufficiency through employment and training, thus enabling them to reach their maximum potential within the community.

**Job Objective**

To assist Store Manager and management team by ensuring exceptional customer service that is both timely and accurate; carry out the Marion Goodwill Industries, Inc. mission statement.

**Essential Job Functions**

Complete cashier training.

Communicate with all internal and external customers to ensure that customer service is given in the highest quality possible.

Demonstrate a professional, presentable appearance, including visible presence of the issued nametag and a positive attitude.

Greet customers as they enter/exit the store in a positive and professional manor.

Demonstrate the ability to accurately ring purchases, reciting the price of each item.

Make evident the ability to administer discounts when and where applicable.

Display the ability to accept all methods of payment accepted by the store (cash, check, charge, value card, due bill and gift certificates).

Make change accurately, repeats back to the customer the amount dispersed in dollars and cents.

Ring credit card purchases accurately; takes responsibility for individually assigned register.

Stay alert to surroundings and alerts management to any situation that seems dangerous and/or suspicious.

Answer telephone and provide announcements in paging system as needed.

Report any incidents/accidents to management team.

Ensure that confidential information goes only to the appropriate personnel.

Maintain a positive, team oriented relationship with peers and supervisors

Demonstrate the ability to effectively promote sales and special events (company functions, store events, 50/50 drawings, etc.).

Work with fellow employees to ensure that items on the sales floor are in the appropriate departments.

Keep work area presentable and professional.

Attend all training/meetings as scheduled.

Work as scheduled, being flexible when needed.

Follow all safety policies and procedures.

Maintain confidentiality; ensures correct information goes only to the appropriate person(s).

Appropriately dressed in accordance with the employee dress code.

Aid in the presentation of professional store displays.

Perform other related duties as assigned.

**Critical Skills**

High school graduate or GED preferred; one year of customer service preferred; good mathematic skills; general knowledge of cash register; ability to change receipt paper and journal paper; desire to work with rehabilitation consumers, employees and the public; team orientation; appropriate grooming and dressing; ability to stand for long periods of time, stoop, squat, bend and twist; lift up to 50 pounds in a safe manner or obtain a safe method of doing so; able to pass alcohol/drug screening.

**Job Location**

Assigned store; some travel to other stores/main building.

**Equipment**

Cash register; adding machine; supplies.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

The signature above verifies that the employee has read and understood the job description.