

**USF Job Class Description**

JOB CODE: 3206
JOB TITLE: Cashier
PAY PLAN: 23
CAREER BAND: A
FLSA: Non-Exempt
CBU : 31
Effective 03/23/2007

Job Title: Cashier

Job Summary

Cashiers receive payment in the form of cash, checks, wire transfers, or credit/debit card transactions for goods or services purchased/rendered and assists customers with various questions typically related to the payment, account balance, or item(s) purchased.

Nature of Work

This position may report to a Supervisor, Office Manager or other appropriate administrator. Cashiers accept payments and/or give refunds to customers for specific fees due or goods/services received. They can be distinguished from other clerical support positions by the high level of contact with customers, and the primary function of collecting payments and balancing payments received. This position is responsible for a variety of cash collections transactions including but not limited to: accepting payment for goods or services, verifying customer identity and payment type received, issuing refunds, checking and verifying account balances for customers, and monitoring the transfer of funds as payment. This position requires operation of a computerized cash register or other similar cashiering system. This position must be able to provide excellent customer service as well as perform cashiering activities in an accurate and efficient manner.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Enters or scans purchased items into cash register or computer system in order to calculate total purchase price or amount due.
- Pulls up payment due on accounts and answers any questions from the customer.
- Creates new customer accounts.
- Prepares payment vouchers, receipts, deposit slips, and related documents which record cash transactions.
- Accepts cash, checks, wire transfers, or credit cards for payment and completes check and credit card transactions according to established guidelines.
- Counts money, gives change and provides a receipt of purchase.
- Answers customer questions about transactions, goods, services, or fees within area of personal knowledge.
- Requests customer identification for specific transactions such as credit card and check payments, applicable discounts, and requests for account information.
- Maintains sufficient amounts of change in cash drawer.

- Balances cash drawer and receipts at the end of the shift and documents any discrepancies.
- Keeps register/counter area neat and stocked with necessary supplies.

Minimum Qualification Requirements

This position requires a high school diploma, or successful completion of a GED equivalency test. Six months work experience in a position handling cash and other forms of payment is required.

Special Working Conditions

This position may require standing for extended periods of time.