



Cashier Worker – PM – Part-Time Job Posting

JOB SUMMARY:

An accountable Cashier to process all cash transactions accurately and efficiently in accordance with established policies and procedures. The successful candidate will play a fundamental role in achieving our customer satisfaction and revenue growth objectives. Duties and responsibilities of the cashier will include greeting customers when entering or leaving our establishment, maintaining a clean and tidy checkout area and keeping reports of cash and credit transactions

MAJOR JOB RESPONSIBILITIES:

- Handle cash transactions with customers using cash registers
- Scan goods and collect payments
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving establishments
- Maintain clean and tidy checkout areas
- Keep reports of transactions
- Pleasantly deal with customers to ensure satisfaction

MINIMUM QUALIFICATIONS PREFERRED:

Education and Experience

- One year experience in food service settings.

Knowledge, Skills and Abilities:

- Proven working experience in a college setting in cashier or sales
- Basic PC knowledge and familiarity with electronic equipment (e.g. cash register, scanners, money counters etc)
- Strong communication and time management skills
- Customer satisfaction-oriented
- Attention to detail and mathematical skills
- High school degree

How to Apply:

Please submit electronically your **resume and cover letter** to:

Yolanda Peterson

Human Resources Coordinator

ypeterson@spalding.edu



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ABOUT SPALDING UNIVERSITY:

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.