



OAKWOOD UNIVERSITY

Employee Services/Human Resources

NOTICE OF AVAILABLE POSITION

POSITION: Cashier
DEPARTMENT: Oakwood Farms
STATUS: Part-time (25 hours)

QUALIFICATIONS:

- High school diploma/GED; some college
- Must be enthusiastic, honest and have a good attitude; Must work well with others
- Ability to solve practical problems and deal with a variety of situations
- Must have excellent communication skills
- Possess technical skills associated with use of cash register
- Ability to endure challenging work conditions

BRIEF DESCRIPTION OF DUTIES:

- Perform basic math functions to collect payment and make change
- Operate registers, scanners, scales and credit/debit card terminals
- Memorize product locations throughout the store; be able to direct customers and make suggestions
- Handle exchanges and refunds in quick, efficient manner
- Collect payments and bag purchases for customers
- Reconcile register and cash drawer daily
- Take a tally of the funds in the cash register when required and produce transaction reports
- Keep the checkout area clean and orderly
- Create daily bank deposits
- Perform other duties as assigned

SALARY: Commensurate with education and experience.

POSTING DATE: April 3, 2019

CLOSING DATE: Ongoing

HOW TO APPLY: **Interested persons must submit employment documents by email:** application, copy of transcript/diploma to hroffice@oakwood.edu. Please ensure that the position to which you are applying is placed in the subject line of the email. Applications are located online at www.oakwood.edu under Human Resources. All employment documents must be attached to the email. **Incomplete employment documents will not be reviewed.** You will receive an automatic reply upon receipt of your email.

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