San Diego Community College District
NANCE CLASS SPEC

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Job Code:	N1810
Original Date:	02/2013
Last Revision:	04/2018
Staff Type:	NANCE
FLSA status:	Non-Exempt

Title: **Temporary Cashier II**

Unit: **Non-Academic/Non-Classified Service**

FUNCTION:

Under the direction of an assigned supervisor, perform customer service duties, including assisting customers on the sales floor; answering questions and phone inquiries; check in, price, and stock merchandise; count inventory and make adjustments in bookstore database system; operate cash register to sell books, supplies, sundries, and other related merchandise.

DESIRABLE QUALIFICATIONS:

Knowledge of general accounting/cashiering practices; and modern office practices, procedures, and equipment, including computer hardware and software. Ability to perform clerical support functions; assist customers with merchandise; receive, inventory, and price merchandise; stock and shelve merchandise and arrange displays; process various forms of payments; operate a cash register; verify cash balances and complete cash reports; and enter information into the bookstore database; communicate effectively both orally and in writing; establish and maintain effective working relationships with others; understand and follow oral and written directions. Sufficient training and experience to satisfactorily perform assigned duties.

TYPICAL DUTIES INCLUDE:

- Greet customers and handle their inquiries or direct them to the appropriate persons.
- Assist customers with books and related merchandise.
- Accept payment from customers and make change as necessary.
- Process various forms of payment.
- Operate a cash register; verify cash balances and complete cash reports
- Receive, inventory, and price merchandise.
- Stock and shelve merchandise and arrange displays.
- Make copies, run reports, fax, and distribute mail.
- Operate standard office equipment, including computer hardware and software to enter information into the bookstore database.