

JOB TITLE: Cashier  
REPORTS TO: Thrift Store Manager  
DEPT: Thrift Store

STATUS: REG/PT/NE  
SCHEDULE: Varies, 25 hours per week  
REVISED: 12/12/19

*Winston-Salem Rescue Mission (WSRM) is a Christian, non-denominational service ministry, existing to help hurting men find healing in the gospel of Jesus Christ and hope through the new life Christ gives. WSRM considers every position one of ministry and a vital and valued part of our staff. Therefore, it is essential that all employees of WSRM have a personal relationship with Jesus Christ and subscribe to our Mission, Core Values, and Statement of Faith.*

## **SUMMARY OF POSITION:**

Assist WSRM Thrift Store customers by ringing up their purchases and providing excellent customer service.

## **DUTIES AND RESPONSIBILITIES:**

- Welcome all customers entering the store.
- Monitor supply needs for register area:
  - register supplies
  - bags for purchases
  - ministry brochures
- Accurately ring up sales and receive payment:
  - Cash payment and making change
  - Process credit card payments
- Maintain needed cash and coin levels throughout shift.
- Balance cash drawer, give money bag to Store Manager or Assistant Manager after work shift.
- Exhibit a courteous and friendly attitude, offering excellent customer service.
- Handle customer inquiries.
- Keep shopping carts in designated location.
- Report suspicious customer behavior or problems to Store Manager or Assistant Manager.
- Arrange clothing, accessory displays.
- Other duties as requested.

## **EDUCATION/EXPERIENCE:**

- High school diploma or GED required.
- 6+ months cashier/cash handling experience required.
- NCR Silver register experience preferred.

## **SKILLS & QUALIFICATIONS:**

- Christian with a ministry mindset, utilizing the skills, training and experience God has provided.
- Able and willing to model Christ-likeness in word and deed.
- Excellent cash handling skills.
- Excellent attitude, personable, friendly and courteous.
- Excellent math skills.
- Good eye-hand coordination.
- Dependable, trustworthy and conscientious, and patient.

**WORKING CONDITIONS/PHYSICAL FACTORS:**

The work is typically performed indoors, in a retail setting, while sitting, or standing. The employee occasionally lifts light and heavy objects, weighing up to 25 pounds, and uses equipment requiring a high degree of dexterity.

**EQUIPMENT/TOOLS USED:**

- Cash Register
- Computer

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Employee Signature

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Date