Service Contract Act (SCA) Cashier – Lead
UF4104

Job Overview:

A Cashier Lead oversees activities of employees in a Cashier position or below and will also perform duties of a Cashier.

The Cashier Lead receives cash from customers or employees in payment for goods or services and records amounts received, computes or re-computes bills, itemized lists, and tickets showing amount due using adding machine or cash register, makes change, cashes checks and issues receipts or tickets to customers; records amounts received, prepares reports of transactions, reads and records totals shown on cash register tape and verifies against cash on hand. The Cashier Lead may make credit card transactions and may be required to know value and features of items for which money is received. This worker may give cash refunds or issue credit memorandums to customers for returned merchandise, operate ticket-dispensing machine, sell candy, cigarettes, gum and gift certificates, and issue trading stamps.

General Responsibilities:

- Operates a cash register (or equivalent), receives payments of cash, checks, and charges from customers or employees for goods or services, making change and issuing receipts or tickets to customers.
- Responsible for accurate ring of proper PLU for sale items and/or accurate barcode scan.
- Always provides the highest quality of service to customers.
- Always maintains proper security of cash.
- Understands and follows Sodexo cash-handling policies and procedures.
- May also be required to maintain supplies and retail products for sale in cashier area.
- Reports all accidents and injuries in a timely manner.
- Complies with all company safety and risk management policies and procedures.
- Participates in regular safety meetings, safety training and hazard assessments.
- Attends training programs (classroom and virtual) as assigned.
- May assist in locating, reconciling and verifying the accuracy of transactions and operating peripheral equipment that records and supports non-cash transactions.
- Work is distinguished from lower-level cashiers as it involves cashiering responsibilities of non-routine receipt, disbursement, recording of funds.
- Serves as a lead cashier by guiding and assisting in the training of entry-level cashiers.
- May perform and receive applicable compensation per SCA regulations for other job duties and responsibilities as assigned.

Job Qualifications:

Experience/Knowledge:

- High School diploma, GED, or equivalent experience.
- 0 to 1 year related experience.
- Must be able to direct staff and allocate resources.

Skills/Aptitude:

- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Ability to use a computer.
- Ability to provide clear directions and respond to employees.
- Basic math skills including the ability to calculate numbers, correct entries, count and reconcile cash drawers/banks, and post to records.

License/Qualifications

Certifications:

None.

General Qualifications:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Ability to work a flexible schedule helpful.
- Must comply with any dress code requirements.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to work in a standing position for long periods of time (up to 8 hours).
- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 40 pounds.

Working Conditions (may add additional conditions specific to defined work location):

- Generally, work is performed in an indoor setting; however, may participate in outside activities and events.
- Varying schedule to include evenings, holidays, weekends and extended hours as business dictates.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.
- Wears protective clothing and/or Personal Protective Equipment required by the work environment or governmental regulations.

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee_____
Date_____
Manager_____
Date_____