



Charlottesville-Albemarle SPCA Job Description

Position: Cashier

Job Status: Non-Exempt

Reports to: Rummage Store Manager

Revision Date: 4/22/2021

Summary:

Responsible for efficiently sorting incoming donations, processing sales transactions, merchandising inventory, providing excellent customer service to donors and colleagues.

Essential Duties and Functions:

- Sorts, prices and stocks merchandise/donations.
- Provides prompt, courteous and excellent service to all customers, colleagues, and volunteers.
- Operates cash register in completing sales transactions.
- Maintains store cleanliness on an ongoing basis.
- Cultivates positive customer relations through professional and courteous actions and works cooperatively with all customers, employees, volunteers and vendors.
- Works efficiently and effectively in a team environment.
- Performs other duties as assigned.

Physical Requirements and Work Environment:

- Must be able to lift and transport materials weighing up to 50 pounds.
- Must be able and willing to handle animals effectively and humanely.
- Must have a high level of manual dexterity.
- Must be able to repeatedly bend and squat.
- Must be able to stand for significant periods of time.
- Must be available to work weekends and holidays on a regular basis.
- Must not have any allergic conditions aggravated by exposure to animals.

Qualifications:

- High school degree preferred.
- Minimum of 2 years in retail/customer service preferred.
- Experience using POS systems, processing sales transaction, and balancing sales reports preferred.

Employee Signature: _____

Date: _____