



Clothing Center Cashier

- Starting Wage: \$26,874 to \$27,955 annually
- Hours: Limited Time Employment (LTE)
20 hours per week (with potential for additional hours)
- Location: Prairie Du Chien

Responsible for processing cash, debit, and credit transactions using a point-of-sale system in a retail environment. Duties include interacting with customers, making sales, accurately determining change, recording purchases, and scanning items for sale.

Benefits package includes:

- Fixed Holiday pay
- Sick Pay
- Incentive Compensation
- Family Medical Leave
- Retirement
- Flexible Benefit Plan
- Employee Assistance Program (*EAP*)
- Payroll Deduction Savings

Couleecap is committed to hiring a diverse workforce from a wide range of backgrounds to enhance our organization and bring fresh ideas and perspectives to our agency.

Click [here](#) to complete online application process.



Application Packet Deadline: Until Filled.

For more information, please visit our website at: www.couleecap.org

Clothing Center Cashier



DATE ISSUED: September 2024

SALARY LEVEL: 9

REPORTS TO: Clothing Center & Food Programs Coordinator I

AREA OF FOCUS: Bargain Boutique

JOB SUMMARY: Responsible for processing cash, debit, and credit transactions using a point-of-sale system in a retail environment. Duties include interacting with customers, making sales, accurately determining change, recording purchases, and scanning items for sale. Responsible for maintaining areas in clean and orderly condition.

ESSENTIAL DUTIES & RESPONSIBILITIES: include the following:

Supports and upholds Couleecap's mission to fight poverty and promote self-sufficiency for individuals by helping to identify needs, mobilize resources, and provide quality services.

Assists Food Programs Coordinator I in maintaining attractive, safe, and sanitary store.

Greets customers, provides excellent customer service, and operates POS (point of sales) System.

Handle cash and transactions with a high degree of accuracy.

Address customer inquiries and resolve in a professional manner.

Ability to work in a fast-paced environment and handle multiple tasks.

Assists in the pricing and sorting of clothing, collectibles, furniture and miscellaneous items in accordance with pricing schedules.

Shares responsibility for balancing the cash drawer at the end of the day.

Continuously contributes to the improvement of the store. Collaborate with team members to ensure a positive shopping experience for customers.

Ability to understand, appreciate, and interact with people from all abilities, cultures or belief systems.

Other assigned tasks as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Requires high school diploma or equivalent and at least one year experience cashiering in a retail environment or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend documents such as safety rules and operating instructions. Ability to verbally communicate with staff, volunteers and the general public.

MATHEMATICAL SKILLS: Ability to do basic addition, subtraction, multiplication, and division in all units of measures, using whole numbers, common fractions, and decimals. Ability to perform these operations using units of U.S. currency, and weight measurement. Ability to calculate discounts and percentages.

REASONING ABILITY: Ability to apply procedures in diverse situations. Ability to exercise judgment in dealing with unusual or new customer and client situations. Ability to communicate problems and suggest solutions.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have access to reliable, licensed, insured driver and transportation.

OTHER SKILLS and ABILITIES: Knowledge of basic repair and maintenance, including cleaning methods and materials. Knowledge of basic office machines, including cash register and adding machine. Must possess beginning computer literacy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; talk or hear; and taste or smell. Employee is required to stand/walk for long periods of time. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.