



MESCALERO APACHE TRIBE Position Description

Position Title: Cashier
Department: Tribal Store
Employment Status: Non-Exempt **Grade:** NE3
Open date: June 20, 2019 **continuously open**

Job Summary

Provides customer service, operates cash register and performs currency transactions.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Greets and answer customer questions concerning location, price and use of merchandise.
- Responsible for operating the cash register, daily records and the proper handling of cash.
- Stocks shelves, counters or tables with merchandise. Rotates inventory as needed.
- Counts bank at beginning of shift.
- Sets up advertising displays or arrange merchandise on counters or tables to promote sales.
- Stamp, mark or tag prices on merchandise when needed.
- Obtains merchandise requested by customer or receive merchandise selected by customer.
- Total price and tax on merchandise purchased by customer to determine bill.
- Accepts payment and make change. Wrap or bag merchandise for customers.
- Maintains a clean and orderly register area at all times.
- Assists in other departments as well.
- May check in vendors.
- Takes out trash and ensures cleanliness of store.
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Customer service and cash handling experience preferred.
- Must be 21 years of age.
- Must have a valid NM Alcohol Servers License.
- Must have good mathematical skills.
- Must have a valid NM Driver's License.
- Must have dependable and reliable transportation.
- Must be willing to work an evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of basic arithmetic.

- Knowledge of cash register operations, sales methods and techniques.
- Skill in accurately using a cash register and making change.
- Ability to work extended hours and various work schedules.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to follow instructions in verbal and written format.
- Ability to use good judgment and foresight.

Physical Demands

While performing the duties of this job, the employee regularly is required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

Work is generally in an indoor setting with a moderate to high noise level. Stocking in refrigerators where exposure to cold conditions may occur. Prolonged standing. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required.