

CASHIER COMPETENCIES - GENERAL QUALIFICATIONS:

Ability & Willingness
Undergo background check: Willing and able to undergo a background check, which may include fingerprinting, for positions having strict security.
Computer Skills
<p>Database Skills</p> <p>Level 1: Use database software, such as Microsoft Access, to create template-based databases and design simple tables, queries, data entry forms, and/or reports. Import data from other sources, sort records by multiple fields, find records, run simple queries, and filter by selection.</p> <p>Level 2: Use database software, such as Microsoft Access, to design and create databases containing table relationships and lookup fields. Use sub datasheets and sub forms, and export data. Create and apply advanced filters and queries.</p>
<p>Spreadsheet Skills</p> <p>Level 1: Use spreadsheet software, such as Microsoft Excel, to create, modify, print, and format spreadsheets, find and replace data, and work with formulas and functions. Use templates, styles, AutoFormats, and multiple worksheets.</p> <p>Level 2: Use spreadsheet software, such as Microsoft Excel, to create and manipulate large or complex spreadsheets, use complex mathematical formulas to calculate data, and link worksheets. Import data from other sources, filter lists, and create and format charts and graphs.</p>
<p>Electronic Mail and Internet Skills</p> <p>Electronic Mail Skills: Compose, send, and respond to electronic mail. Utilize e-mail program functions such as calendars and meeting requests.</p> <p>Internet Skills: Navigate the internet to find and download information</p>
<p>Word Processing Skills</p> <p>Level 1: Use word processing software, such as Microsoft Word or WordPerfect, to create, format, edit, preview, print and save documents. Use standard functions to select, edit, copy, paste, format, and spell check text. Create bulleted and numbered lists, indent and align paragraphs, and use bordering and shading features.</p> <p>Level 2: Use word processing software, such as Microsoft Word or WordPerfect, to create, format, and edit tables, columns, and charts. Import data, sort table data, and perform calculations in tables. Insert and format sections, create headers and footers, and work with pictures and draw objects.</p>
Lead & Supervise
Lead assigned staff: Assign, guide, coach and train one or more teammates.
Supervise assigned staff: Interview, hire, assign and direct work, evaluate, and provide corrective action. Set expectations, instruct, coach and identify training needs.
Education/Degrees/Licenses/Certifications
High School graduation or GED equivalency
Any college degree

OCCUPATIONAL-SPECIFIC QUALIFICATIONS – CASHIER

Experience, Skills, & Abilities
Cashier: Receive cash, checks, and/or credit cards in payment for goods, supplies, fees, loans, and tickets, make change and issue computerized or manual receipts.
Banking: Provide banking services for departments not authorized to work directly with a bank.
Bookkeeping: Maintain records of funds received, distributed, and transferred. Post and balance account ledgers. Balance records. Prepare and make bank deposits. Use electronic financial record-keeping system.
Cash discrepancies: Investigate and resolve cash discrepancies and other assigned cash flow operations.
Compliance with laws: Interpret rules, regulations, policies and procedures and ensure work complies with them.
Conduct market surveys: Survey economic factors affecting production, processing, distribution, or consumption of commodities. Design format of information and questionnaires used to gather information.
Customer service: Answer inquiries and provide product information to customers.
Make recommendations: Suggest improvements for procedures used to receive payment for goods, supplies, fees, loans, and tickets and other assigned cash flow operations.
Maintain database: Maintain computer-based records of contacts, presentations, and outcomes along with reports of field activity.
Security: Identify and take action to correct inventory problems, report stolen goods or mistaken deliveries. Maintain and enforce security procedures to ensure safety of funds.