



CASHIER

Classification

Part-time; Hourly; Non-Exempt

Reports to

Member Service Manager

Date

September 26, 2023

JOB DESCRIPTION

Summary/Objective

To render prompt, courteous, and reliable cashier services to member-owners, assuring the maintenance of sound and exact consumer payment records for the cooperative.

Essential Functions

- Processes bill payments (cash, check, and credit card) over the counter, at drive thru, and from depositories.
- Reconciles daily cash/check and payment stub totals.
- Balances cash drawer daily.
- Opens and closes member-owner entrances to office and each morning and afternoon.
- Enters service charges in computer.
- Participates in safety meetings and training programs as required.
- Participates in annual meeting as required.
- Handles the sale of materials across the counter.
- This list of duties and responsibilities is not intended to be all-inclusive and can be expanded to include other duties or responsibilities that management deems necessary.

Experience, Skills, Knowledge, and Abilities

This position has no supervisory responsibilities.

Work Environment

Works in a climate-controlled office environment. Job requires sitting, standing, walking, bending, and reaching. Requires good finger dexterity, repetitive motions with hands and fingers. Requires ability to perform close work, have good vision and hearing.

Human Relationships

- Internal / Other Employees – Provides and acquires information and assistance necessary to assure the achievement of department and cooperative goals.
- Member-Owners – Work directly with member-owners in handling of payments and serving as front area receptionist to direct them to proper departments.
- Other Company Officials – Serves as receptionist to those visiting cooperative personnel for appointments.

Physical Demands

Must be physically able to operate a variety of automated office machines and other equipment including computers, calculators, copiers, fax machines, etc. Must be physically able to exert up to ten pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Physical demands are sometimes in excess of sedentary work; position involves walking, standing, and sitting for brief and sometimes extended periods of time. May be required to lift and/or carry weights of approximately ten to twenty pounds.

Position Type/Expected Hours of Work

This is a Part-time position. Days and hours of work are as described in the Broad River Electric Cooperative Employee Handbook.

Required Education and Experience

- Requires a high school diploma or equivalent
- Must have basic computer skills

Additional Eligibility Qualifications

Must have a valid Driver's license or equivalent government issued identification. Background check and drug testing will be required.

All employment provisions are subject to BREC policies and South Carolina Law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

