

**NEW COVENANT UNITED METHODIST CHURCH**  
**Job Description**  
**Bargains & Blessings Cashier**

**Title:** Bargains & Blessings Cashier

**Supervision:** Bargains & Blessings Store Manager

**Compensation:** Full-Time, Non-Exempt (Saturday hours included)

**Working Relationships:** The B&B Cashier reports directly to the Store Manager, which is under the Mission and Outreach Ministries. The Cashier also receives direction from church staff administration regarding policy and procedures.

**General Job Description:** The Cashier is responsible for providing a positive shopping experience for customers while maintaining an accurate and efficient handling of cash and card transactions. The Cashier will float between the Main store and the Annex as needed. Must be clear and concise when communicating with customers, volunteers, laity, supervisor, and designated liaison.

**Qualifications:**

- 3-5 years cashier experience
- Strong verbal, & organizational skills
- Proficient in operating point of sale skills
- Experience in working with a large volunteer base preferred

**Primary Duties and Responsibilities:**

- Commitment to and readiness to share in fulfilling the vision and mission of NCUMC
- Willingness to uphold and support NCUMC's values of: Spiritual Growth, Hospitality, Generosity, Community, Invitational, Service and Caring
- Ability to maintain confidentiality
- Consistently interact with congregants and public with warmth and hospitality
- Ability to work with a servant attitude in a cooperative team spirit

Management/Leadership

- Provide excellent customer service and provide a positive shopping experience
- Accurately and efficiently operate the POS System for purchases and processing payments
- Efficient and accurate handling of cash and credit/debit cards
- Safely packaging purchased items and aiding customers with their purchases.
- Keep the cashier area neat and organized including the surrounding workspace
- Adhere to store policies regarding returns, exchanges, and refunds
- Work collaboratively with other volunteers to ensure smooth store operations
- Promptly alert supervisors to equipment malfunctions, customer concerns, or security issues
- Responsible for overseeing and maintaining POS operations
- Attend meetings with volunteers for input, concerns, or issues
- Assist in the proper accounting and reconciliation of daily cash receipts
- Responsible for providing quality customer service and customer relations
- Be familiar and adhere with all store operating policies and procedures
- Attend church Staff meetings
- Direct requests from persons in need to Family Interface
- Address conflict and resolution in a concise, professional, and courteous manner

- Immediately report all injury or casualty events according to procedures
- Other duties as assigned

March 27, 2024

