



# OAKWOOD UNIVERSITY

*Employee Services/Human Resources*

## NOTICE OF AVAILABLE POSITION

**POSITION:** Cashier  
**DEPARTMENT:** Oakwood Farms  
**STATUS:** Part-time (25 hours)

### QUALIFICATIONS:

- High school diploma/GED; some college
- Must be enthusiastic, honest and have a good attitude; Must work well with others
- Ability to solve practical problems and deal with a variety of situations
- Must have excellent communication skills
- Possess technical skills associated with use of cash register
- Ability to endure challenging work conditions

### BRIEF DESCRIPTION OF DUTIES:

- Perform basic math functions to collect payment and make change
- Operate registers, scanners, scales and credit/debit card terminals
- Memorize product locations throughout the store; be able to direct customers and make suggestions
- Handle exchanges and refunds in quick, efficient manner
- Collect payments and bag purchases for customers
- Reconcile register and cash drawer daily
- Take a tally of the funds in the cash register when required and produce transaction reports
- Keep the checkout area clean and orderly
- Create daily bank deposits
- Perform other duties as assigned

**SALARY:** Commensurate with education and experience.

**POSTING DATE:** **October 11, 2018**

**CLOSING DATE:** **December 14, 2018**

**HOW TO APPLY:** **Interested persons must submit employment documents by email:** application, resume and copy of diploma/copy of transcript to [hroffice@oakwood.edu](mailto:hroffice@oakwood.edu). Please ensure that the position to which you are applying is placed in the subject line of the email. Applications are located online at [www.oakwood.edu](http://www.oakwood.edu) under Human Resources. All employment documents must be attached to the email. **Incomplete employment documents will not be reviewed.** You will receive an automatic reply upon receipt of your email.

◆ **God First** ◆

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