

# South Texas College

## Job Announcement 2019-5035

**Title: Cashier (Part-time Temporary)**  
**Department: Food Service**  
**Reports to: Director of Food Services**  
**Campus: Nursing and Allied Health**

**Pay Grade: Part-time**  
**Salary Range: Minimum \$8.00/Hour**  
**FLSA Status: Non-Exempt/Hourly**

### **General Statement of Job**

The Cashier is responsible for front of the house responsibilities, including assisting cashier staff with deposits, change orders and proper daily cash and credit card documentation, and ensures front of the house items are stocked and organized.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Balances daily paperwork for each Point of Sales register.
2. Stores credit card vouchers and matching paperwork daily.
3. Settles credit card batch daily.
4. Keeps daily petty cash count log.
5. Reviews all deposit paperwork prior to sending to Cashier's office.
6. Completes mid-shift change register log.
7. Ensures that all daily cashier's checklists (opening and closing) are completed.
8. Assists students, faculty and staff with purchases as needed.
9. Assists with inventory as needed and as directed by supervisor.
10. Assists in the kitchen as needed and as directed by supervisor; maintains sanitation standards in accordance with the Texas Department of Health.
11. Sweeps, mops, vacuums, cleans, stocks and washes dishes as needed and as assigned by supervisor.
12. Follows departmental procedures.
13. Performs other duties as assigned.

### **Required Education and Experience**

1. College Certificate, a minimum of 30 college hours, or eight (8) years of relevant experience required; Associate's Degree preferred.
2. At least one (1) year of teller or cashiering experience, preferred.

### **Required Knowledge, Skills and Abilities**

1. Excellent oral, written, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited

- to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Good data entry skills.
  4. Ability to work in a fast-paced environment and meet deadlines.
  5. Ability to work evenings and/or weekends as needed.
  6. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
  7. Demonstrated commitment to achieving the vision and mission of South Texas College.
  8. Ability to read and comprehend simple instructions, short correspondence, and memos.
  9. Ability to write simple correspondence.
  10. Ability to effectively present information in one-on-one and small group situations to students, clients, and other employees of the organization.
  11. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
  12. Ability to apply practical understanding to carry out detailed but uninvolved written or oral instructions.
  13. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Checks, Certificates, Licenses, and Registrations**

1. All applicants are subject to a national criminal background check under South Texas College policy.
2. Security Sensitive position: In addition, subject to federal background check.
3. Food Handler certification required or must be obtained within one (1) month of hire.

### **Physical Requirements**

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Bending the body downward and forward by bending leg and spine.
3. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
4. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
5. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
6. Ability to make rational decisions through sound logic and deductive processes.
7. Extending hand(s) and arm(s) in any direction.
8. Substantial movements (motions) of the wrist, hands, and/or fingers.
9. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
10. Standing particularly for sustained periods of time.
11. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

12. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
15. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

**HOW TO APPLY:** Submit a South Texas College application, letter of intent, resume, copies of transcripts (official transcripts required if hired) and a list of five professional references with addresses and phone numbers to:

**SOUTH TEXAS COLLEGE  
OFFICE OF HUMAN RESOURCES  
2501 W. Pecan Blvd.  
McAllen, TX 78501**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status.