



4949 Chavanelle Rd, Suite 3  
Dubuque, IA 52002

### Cashier (minimum 8 hours per month)

#### Responsibilities

- Greets all customers
- Rings up customer orders
- Accepts payment and provides change as necessary
- Answers the phone and directs calls to appropriate departments
- Maintains tidy and safe front desk area, reporting issues to management
- Follows all cash handling requirements
- Must be able to pass a background check and follow additional training
- Reports to store manager
- Maintains a safe and tidy work environment

#### Qualifications

- Ability to operate a computer and follow cash handling procedures
- Ability to provide written and oral instructions
- Ability to work with the public and multi-task as necessary