

**JOB TITLE: HARBOR CASHIER CLERK I**

**JOB GROUPING: 4-472B**

**Location: Chicago**

**Job Status: Non-exempt/Seasonal**

**Department: Harbors**

**JOB SUMMARY**

Under the general supervision of the Marina Manger, provides courteous, efficient and accurate cashiering services all times.

**DUTIES AND RESPONSIBILITES**

- Operates POS system, receiving payments of cash, checks and credit card charges from customers or associates for goods, makes accurate change and issues receipts.
- Understands and follows Harbor cash handling policies and procedures.
- Maintains proper security of cash at all times.
- The ability to meet established productivity and sales goals
- Promptly and courteously greets and assists customers by accurately ringing up sales.
- Follows established Company accounting procedures for opening and closing register and processing deposits.
- Assists in monthly inventory reports
- May be required to perform other related duties as assigned.

**QUALIFICATIONS**

**TRAINING AND EXPERIENCE:**

Previous related experience is preferred.

**EDUCATION:**

High School Diploma or equivalent or evidence of current enrollment.

**SKILLS AND ABILITIES**

Ability to communicate effectively with customers and respond in a prompt and courteous manner. Basic math computation skills. Ability to accurately count change. Ability to operate cash register. Exceptional customer service skills are a must. Ability to work varied hours/days, including nights, weekends and holidays as required.

**WAGE RATE PER APPENDIX B-3**