



Available Position

Position:	Cashier
Type:	Hourly (non-exempt)/part-time and full-time
Reports to:	Clinic Manager
Supervises:	None

Function:

Handles counter transactions which include but are not limited to cashier duties, working with the public in person or over the phone, answering general questions, and completing general paperwork.

Duties and Responsibilities:

1. Greets customers in an appropriate manner as they enter facility and directs to proper department or person.
2. Answers customers' questions and provides accurate information about The Animal Foundation's policies and procedures.
3. Sets appointments for spay & neuter clinic and confirms appointments the day before.
4. Maintains individual bank for transactions.
5. Enters accurate and complete information for each transaction in Chameleon, and issues receipts, refunds, credits or change due to customers according to company policy.
6. Receives payments by cash, credit or debit card, or voucher.
7. Prepares accurate reconciliation of day's financial transactions at end of shift.
8. Files forms as needed.
9. Insures that the lobby area is neat and clean.
10. Insures that all necessary forms, and rabies and license tags are available and in adequate supply.
11. Insures that all brochures and information packets are displayed and that there is an adequate supply.
12. Receives incoming telephone calls to department to which assigned.
13. Checks voice mail messages throughout day and makes follow-up calls.
14. Dresses appropriately and professionally to project a positive image to the public.
15. Other duties as assigned.

Qualifications & Physical Demands:

High School Diploma or G.E.D. required. Have the ability to deal tactfully and effectively with staff, volunteers, and the general public. Have the ability to communicate in the English language effectively

in oral and written form. Certain positions may require proficiency in speaking Spanish as well as English. Have the ability to understand training on identifying animal breeds and characteristics. Have knowledge of basic office equipment. Competent computer skills required. Be proficient in counting currency and making change.

The employee is frequently required to sit. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is continually exposed to animals, animal waste, high noise, and potentially hazardous conditions associated with working with animals.