**Cashier Aide 2—Student Lead**

Cashier Aide 2—Student Lead, working under limited supervision, duties may include, but are not limited to:

* Providing all needed assistance to cashiers
* Providing new cashier training
* Addressing customer service problems and questions
* Running “Register Summary” report when closing
* Counting (or verifying) cash drawers at the end of shift
* Securing money at closing, and accountable for cash drawers in the safe
* Retrieving Eagle Store gift cards that are purchased
* Identify and perform projects for themselves and identify and assign projects to cashiers on shift (e.g. folding soft goods; dusting display racks; pricing, stocking/restocking merchandise; creating, setting up and taking down displays, etc.).
* Verifying and processing post voids
* Assisting with POS registers issues (errors, card reader errors, hard re-sets)
* Monitoring and executing all cashier lunches and breaks
* Notifying full time staff of all significant incidents
* Assisting in theft/loss prevention efforts
* Responsible for opening and closing the store
* Responsible for securing the store upon closing when no full-time staff is present
* Responsible for all operations of the store when working on Saturdays and no full-time staff is present.
* Problem solving cashier and store issues
* Operating a cash register and properly managing cash.
* Greeting incoming customers and assisting customers with shopping and/or questions.
* Assisting full time staff members with projects and special events.
* Keeping up-to-date with stock.
* Social media and sale promotions.
* Providing input to store buyers regarding purchasing trends, future sale ideas, and up-and-coming merchandise.
* Performing other related duties as assigned or required.

This position will report to *insert department* and *insert title of supervisor/manager.*

This position will work *insert days and hours per week. This position may require some night and weekend work.***Required Qualifications:**Applicants must have at least 1-year previous experience as a Cashier Aide at Eastern Washington University or equivalent experience.

Applicants must have basic math skills, with the ability to calculate sales and make change quickly and accurately.

Applicants must be able to safely lift up to twenty-five (25) lbs.

Applicants must be detail oriented and able to enter data and work accurately.

Applicants may be required to complete the EWU Cash Handling training immediately upon hire.

Applicants must have excellent customer service and people skills.

Applicants must be able, and will be required upon hire, to display a positive representation of Eastern Washington University and “Eagle Life” at all times, both on and off duty.

Applicants must have a professional demeanor and the ability to effectively communicate with a diverse population via phone, in-person, or electronic communications.

Applicants must be self-motivated, reliable, responsive, willing to take direction and follow guidance.

Applicant must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicant must be able to provide leadership and be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

Salary Range B