the hub...on Smith
A CENTER FOR ALL GENERATIONS
211 Smith Street Sheridan, Wyoming 82801 (307) 672-2240

June 4, 2018

POSITION OPENING
CASHIER(S) – PART-TIME

Dear Applicant:

The Green Boomerang Thrift Store is looking for cashiers that have a positive, enthusiastic attitude, and are eager to provide excellent customer service. This is a fun and creative environment…a great summer job!

This position works approximately 14 hours a week / 2 days a week between Wednesdays through Saturdays, 8:30 a.m. to 4:30 p.m. Should be available to fill in if needed Wednesday thru Saturday. Rate of pay is $10.00 per hour.

Position requires full range of motion and ability to lift, transfer and position objects. Must possess a high school diploma or its equivalent. Cashier experience helpful.

Attached is a job description and application form. References should be job related. Apply @ The Hub…on Smith – 211 Smith St. Applications will be accepted until the positions are filled. The organization is an equal opportunity provider and an equal employment opportunity and "At Will" employer.

Please be sure to give us a phone number where you can be reached as we will notify you by telephone if we request an interview. Thank you for your time and interest.

With Regards,

Linda Gostas
Assistant Director

Attachments

THE HUB (SENIOR CITIZENS COUNCIL)

JOB DESCRIPTION

POSITION: Cashier for Green Boomerang
LOCATION: 226 N. Main
Sheridan, WY 82801
REPORTS TO: Green Boomerang Store Manager

Essential Job Functions Include:

- Works as cashier for Green Boomerang Thrift Shop
- Greets customers in a friendly manner and offers assistance as needed
- Provides excellent customer service
- Operates the Square point of sale cash register
- Accepts payments for purchases by cash, check, credit card and other methods of payment
- Makes change as needed
- Count money in cash drawer at beginning and end of shift, making sure drawer balances
- Maintains a clean and organized counter area
- Monitors dressing rooms
- Returns hangers to sorting area
- Works with volunteers on a daily basis
- Works independently and as a team member
- Reports concerns of health and safety to supervisor immediately
- Strictly follows the organization's procedures in case of an accident
- Other duties as assigned

Physical Demands:

- **Frequently transfers, lifts and positions objects**
- **Frequently communicates and exchanges information with others**
- **Regularly observes customers**

Special Knowledge, Skills and Abilities:

- Customer service skills
- Initiative and ability to work as a team member
- Good time management and organizational skills
- Able to problem solve and remain flexible as circumstances change
- Ability to effectively communicate

Minimum Qualifications:

Possesses a high school diploma or equivalent.

Cashier experience helpful.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

The Hub (Senior Citizens Council) is an equal employment opportunity employer