

**NewSpring Cashier**  
FLSA Status: Non-Exempt  
Reports to Business Administrator  
Grade I (\$9.90-\$14.30 Based on experience and qualification)

## SUMMARY OF RESPONSIBILITIES

Assists with sales and customer service for the NewSpring Store and NewSpring Coffee Company during weekend services and special events. Also assists with general cleaning and stocking in the NewSpring Store and NewSpring Coffee Company.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message* (2000 edition).

## ESSENTIAL DUTIES

- Under close supervision, processes cash and card payments, refunds and exchanges. Ensures pricing is accurate.(app. 40%)
- Ensures cash drawers are counted and reconciled at the end of each day. (app. 5%)
- Greets customers who enter the store or coffee shop. Also assists customers with answering queries or finding products. (app. 40%)
- Assists with stock control and management before, during and after the services. Stocks the store shelves with merchandise and price tags as needed or restocks supplies for the coffee shop. (app. 5%)
- Assists with the cleanliness of the store or coffee shop before, during, and after the services. Includes general organizing, tidying up, cleaning, and dusting as needed. (app. 5%)
- Assists with store merchandise security during the weekend services. (app. 5%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

## EDUCATION/TRAINING

- A minimum of a high school diploma is required.

## EXPERIENCE

- Minimum of 1-2 years' experience in retail sales.

## REQUIRED SKILLS

- Good communication and organizational skills.
- Ability to relate to the public; have a friendly and engaging personality.
- Computer proficiency and ability to learn new software.
- Good math skills
- Knowledge of cash management practices.

## PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Frequently remain in a stationary position, often standing, for prolonged periods.
- Frequently view and accurately operate register.
- Communicate verbally with others to exchange information.
- Frequently move self in different positions to accomplish tasks.
- Frequently accomplish tasks using near field of vision.
- Occasionally lift, carry, and move up to 40 pounds.
- Frequently observe and monitor environment from long distances.

## WORKING CONDITIONS

- 100% indoors