



Job Description

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| Title | Flea Market Cashier |
| Department(s) | Retail |
| Reports to | Marketing Coordinator |
| Classification | Non-Exempt |
| Salary | Based on experience |

Job Purpose

The Flea Market Cashier at 66 Emporium is a key position to the operations. The flea market cashier sets the tone of the environment. 66 Emporium seeks retail candidates that have a high standard for quality to build and sustain a reputable reputation.

Essential Duties and Responsibilities

- Closing and opening procedures
- Interpret 66 Emporium's rules and regulations; ensure safety and cleanliness of assigned areas
- Facilitate cashiering services, accept payment for fees of vendors seeking selling areas in 66 Emporium
- Counts back change to customers
- Reconcile daily cashier sales reports and bank deposits
- Review vendor accounts for payments and status
- Issue and maintain records of vendor and selling area sales
- Answer questions in person, on the phone, and via email regarding assistance for vendors and the public
- Operate a computer, 10 key calculator, and other assigned office equipment
- Maintains and cleans as needed
- Any other duties as assigned

Qualifications

- Excellent customer service skills
- Basic math skills
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- A high level of motivation, energy and a customer-focused attitude
- Experience with cash handling and customer service
- Willing to work weekends and be flexible
- Lift up to 50 pounds, as needed. Bend at knees and back frequently. Stand and work on feet for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard

Education and Experience

- High School diploma or its equivalent.