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# Example of General Cashier Job Description

Our company is growing rapidly and is looking for a general cashier. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for general cashier

* Maintain vending cash controls and submit all received uncounted cash to the bank within 24 hours after receipt in accordance of previously established policy
* Maintain correct cash balances at cash registers
* Sort, count and wrap coins and currency
* Process payments made with cash, checks, credit cards, and debit cards
* Process returns and exchanges
* Be aware of all promotions and advertisements that affect product prices
* Communicate company policies and procedures to customers
* Stocks, picks and issues materials based on purchase orders generated
* Works with Receiving to ensure materials get into inventory in a timely manner
* Ensures items are labeled with required information to ensure traceability and “first-in-first-out” practices

## Qualifications for general cashier

* College degree preferred on
* Experience with cashiering
* Must be proficient in Microsoft Word, Microsoft Excel, SAP, and other applicable computer systems
* University degree in Finance and Accounting or any other related major
* Must have a UAE driving license
* Commerce graduate or B.com