

Lexington Prescription Center

JOB DESCRIPTION

CASHIER

Reports To: PHARMACIST IN CHARGE

Department: Pharmacy

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On 07/10/2020

Approved By: Jeffrey S. Goldstein, RPh

On 07/10/2020

Position Classification: Exempt (Salary) _____ Non-Exempt (Hourly) _____

Workforce Member Signature _____ **Date:** _____

Summary:

Assists pharmacy staff by performing the following duties:

Duties:

- Completes customer sales transactions
- Stocks shelves
- Sweeps floors
- Removes trash and ensures no PHI is present
- Compiles and sorts documents, such as invoices and checks, substantiating business transactions

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- Ability to read and write and perform basic mathematical calculations

Education/Experience:

- High school diploma or equivalent

Language Ability:

- Ability to read and to recognize similarities and differences between words and between series of numbers
- Ability to print and speak concise sentences, read and comprehend instructions, short correspondence and memos
- Ability to write correspondence

Math Ability:

- Ability to add and subtract and to multiply and divide
- Ability to perform these operations using units of U.S. currency

Reasoning Ability:

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions

Computer Skills:

- Ability to use cash registers, credit card machine and other appropriate facility machinery

Certificates and/or Licenses:

- None

Supervisory Responsibilities:

- This job has no supervisory responsibilities

Continuing Education:

- May attend periodic in-service or training classes as designated by management

Work Environment:

- The work environment characteristics described here are representative of those a workforce member encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- The noise level in the work environment is usually quiet

Physical Demands:

- While performing the duties of this job, the workforce member is regularly required to stand; use hands to finger, handle or feel; and talk and hear
- The workforce member must occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision and ability to adjust focus
- The physical demands described here are representative of those that must be met by a workforce member to successfully perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Additional Duties:

- The workforce member may be assigned additional duties and tasks necessary to perform the duties and responsibilities of this position