

# Pharmacy Cashier

**Job Title:** Pharmacy Cashier

**Department:** Pharmacy

**Immediate Supervisor Title:** Pharmacist In Charge and General Manager

**Job Supervisory Responsibilities:** None

**General Summary:** This position is a nonexempt, sales position responsible for greeting and assisting customers in a prompt, courteous, and professional manner. This position requires attention to detail and organizational skills that ensure prompt payment for prescriptions and store merchandise.

**Essential Job Responsibilities:**

1. Greet and serve customers in a timely, friendly, and professional manner.
2. Keep assigned area neat, clean, and stocked.
3. **Be able to demonstrate proficiency in all of the Front Register Cashier duties.**
4. Have basic knowledge of the functions of Pharmacy computer system including “work flow”.
5. Be proficient at the Prescription bagging system.
6. Be able to generate courier manifest
7. Process charge acct. payments and charges including the daily cash delivery accounts.
8. Triage customers to evaluate wait times.
9. Have general knowledge of DME equipment in order to answer questions and complete rental and purchase paperwork accurately.
10. PSE sales and log book as well as the signature log.
11. Promote all pharmacy programs with each customer.
12. Know proper pharmacy closing procedure including restocking process.
13. Other duties as assigned by management.

**Education:** High school or equivalent

**Experience:** One year experience as a cashier preferably in a retail pharmacy setting.

**Other Requirements:** None

**Performance Requirements:**

*Knowledge:*

1. Knowledge of organization services available to customers.
2. Knowledge of product location within the store to be able to direct customers.
3. Knowledge of phone system, especially calls for refills and new prescriptions.

*Skills:*

1. Ability to make change accurately.
2. Exceptional organizational and interpersonal skills.
3. Ability to learn the proper use of mechanical equipment utilized in this position.

*Abilities:*

1. To handle stressful situations in a professional manner.
2. Ability to work in a fast paced environment for extended periods of time.

**Equipment Operated:** Standard retail machines to include POS system, telephones, copy machines, fax machines.

**Work Environment:** This position is in a fast paced, retail environment. Occasional evening and weekend work.

**Mental/Physical Requirements:** Involves standing and walking 90% of the time.

**I have received this job description. I believe I am fully capable of performing all items and task listed above and meet all the necessary qualifications.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_