

Job Description

Position: Service Center Clerk

Overview:

A service center clerk rents video tapes and sells cigarettes to customers. They balance cash, sell lottery tickets and money orders, make deposits, assist and direct customers with inquiries, answer telephones and maintains efficient service to customers at the service center. They operate a cash register, fill out refund and over ring reports and are responsible for the balancing and security of all customer receipts during their shift.

Job Requirements:

1. Possess good salesmanship qualities and interpersonal skills.
2. Work shifts.
3. Follow company policies and procedures.
4. Give verbal & written instructions.
5. People oriented, with good verbal skills.
6. Operate a cash register.
7. Operate intercoms, phones, money orders, adding machines and lottery machines.
8. Give change to customers.
9. Manage receipts and balance sales and cash reports.
10. Perform sweeping and general cleaning duties around their work area.
11. Give direction to customers.
12. Cash checks and set-up, operate and balance tills.
13. Authorize credits, checks and make refunds.