



The Friends of the Public Library of Cincinnati and Hamilton County

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*An association of
persons dedicated to
helping the Cincinnati
& Hamilton County
Public Library make
worlds of information
and knowledge
accessible to the
communities it serves.*

POSITION OVERVIEW: PART-TIME CASHIER

Provides direct customer service at the Friends of the Public Library (FPL), a non-profit organization, including; assisting customers in a friendly, proactive manner from their arrival until their departure, processing cash, debit, credit and check transactions using the Clover Point of Sale system, working with volunteers and other staff in a friendly and collaborative manner.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Skill in customer service including strong communication skills in person, on the phone and by email.
- Ability to arrange materials in alphabetical and numerical order.
- Ability to work independently and with coworkers in a wide variety of situations with minimal supervision.
- Ability to use all technology applicable to the essential functions of the job and commonly used by FPL (Clover Point of Sale system, Microsoft 365)
- Bend, reach, stand for long periods. Lifting objects up to 25 pounds and carrying them short distances (10 feet or less) is required.
- Working irregular hours, including evenings and weekends, is required.
- Complies with FPL's workplace expectations, attendance and punctuality, drug-free workplace, harassment in the workplace, and other employment-related policies and procedures; and all other rules, guidelines, requirements, standards, and practices that are applicable to the position.
- Share information with customers regarding additional benefits such as Membership and Book Request forms.
- Help maintain a clean, organized and welcoming checkout and shopping area.
- Make recommendations and help implement effective displays.
- Other duties as assigned

QUALIFICATIONS

- Education: High school diploma or equivalent is required.
- Certifications or licensure: None.
- Years of relevant experience: None.
- Years of experience supervising: None.

HOURS:

- No fewer than 14 hours and no more than 20 hours per week, including evenings and weekends

SALARY:

- \$14.00/ hr.

RESPONSIBILITIES (NOT ALL-INCLUSIVE)

This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. All functions are subject to reasonable accommodation.