JOB DESCRIPTION

JOB TITLE: Money Room Cashier

COMPANY NAME: Buffalo Rock Company

SUPERVISOR: Administrative Manager

JOB CLASSIFICATION: Non-Exempt

POSITION SUMMARY:
Collects, verifies and posts daily collections through proper settlement procedures of all division cash transactions.

DESCRIPTION OF PRIMARY ESSENTIAL TASKS:
- Verify all route deposits.(Premise and Retail)
- Secure money room at all times.
- Complete and validate nightly deposit.
- Communicate any errors on deposit to AM.
- Issue and track all change funds according to procedures set forth in the security policies and procedures manual.
- Maintain a clean and safe work environment.

DESCRIPTION OF SECONDARY ESSENTIAL TASKS:
- Required to complete other activities assigned by supervisor.

NONESSENTIAL FUNCTIONS:
None, May be updated depending on divisional needs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:
Basic administrative knowledge.

MINIMUM QUALIFICATIONS:
High school diploma or equivalent.

SUPERVISORY RESPONSIBILITIES:
None

WORKING CONDITIONS:
Primarily inside work with most if not all working hours in a close office environment.

WORK DEVICES AND SPECIAL CONDITIONS:
Computer, calculator, phone.

MARGINAL FUNCTIONS:
Climbing, balancing, stooping and kneeling.
ESSENTIAL FUNCTIONS:
Standing, walking, lifting, carrying, reaching, handling, fingering, feeling, talking, hearing and seeing.

PHYSICAL DEMAND FACTORS:
- Standing is required for a total workday.
- Walking is required for a total workday.
- Sitting is required up to 1/3 of a normal workday.
- Reclining is not required for a normal workday.
- Lifting is required for a total workday. 60-pound maximum.
- Carrying is required for a total workday. 60-pound maximum.
- Pushing is required for a normal workday.
- Pulling is required for a normal workday.
- Climbing is required up to 1/3 of a normal workday.
- Balancing is required up to 1/3 of a normal workday.
- Stooping is required up to 1/3 of a normal workday.
- Kneeling is required up to 1/3 of a normal workday.
- Crouching is required for a normal workday.
- Crawling is not required for a normal workday.
- Reaching is required for a total workday.
- Handling is required for a total workday.
- Fingering is required for a total workday.
- Feeling is required for a total workday.
- Talking is required for a total workday.
- Hearing is required for a total workday.
- Vision is required for a total workday.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. _____ YES _____ NO

Applicant: ______________________________
Interviewer: _____________________________

*Note: This description is intended to indicate the kinds of tasks and levels of work ability that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position held. It is not intended to limit or in any way modify the right of a supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level of difficulty. This job description was developed according to the guidelines set forth with the Americans With Disabilities Act (1991) and per discussion with the supervisor of this position.

**This does in no way constitute a contract of employment and should not be construed as a contract of employment between Buffalo Rock Company and you or a promise of employment.

Reviewed 11-06