



Posting Date: October 29, 2018

PHARMACY CASHIER

FULL-TIME

HARWICH PORT

Under the supervision of the Directory of Pharmacy, the Pharmacy Cashier is responsible for greeting customers and providing excellent customer service, completing transactions and stocking the front retail area of the pharmacy.

RESPONSIBILITIES

- Greet customers and help them locate merchandise.
- Provide excellent customer service by assisting customers with their shopping needs and answering customer inquiries.
- Complete customer transactions on the cash register.
- Reconcile cash register drawer at the end of the shift.
- Ensure the appearance of the store is pleasing to the customer and meets the requirements of the Director of Pharmacy.
- Restock storage areas, replenishing items on shelves.
- Stock store shelves and end-caps with merchandise when it is delivered to the store.
- Accept prescriptions for filling, gathering and processing necessary information.
- Complete inventory counts and order merchandise based on the results.
- Put up signs that identify items on sale in weekly advertisements and take down this signage when the sale is over.
- Assist with price markdowns and changes for merchandise on the shelves.
- Answer telephone inquiries, referring callers to pharmacist when necessary.

QUALIFICATIONS

- Committed to providing customer service that makes both internal and external customers feel welcome, important, and appreciated.
- Ability to preserve confidentiality of information.
- Ability and willingness to move with purpose and a strong sense of urgency.
- Ability to work weekends on a regular basis.
- Ability to work day, evening, or holidays.
- Accuracy and attention to detail.
- Ability to organize and prioritize a variety of tasks/projects.

EDUCATION/EXPERIENCE

- Position requires high school education

AAP/EEO STATEMENT

Outer Cape Health Services is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or

employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities and conflict resolution.

It is also the policy of OCHS to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.