

## Pharmacy Clerk/Cashier

Bigfork Valley Retail Pharmacy/ \$18.12 - \$22.30 / Casual Hours

258 Pine Tree Drive, Bigfork, MN, United States

### Benefits- Casual Employees

- Earned Sick and Safe Time
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Experience Pay Given
- On-the-Job training!

### Job Summary

- Under direct supervision of a registered Pharmacist, the Pharmacy Clerk Cashier is a non-registered technical worker who receives cash from customers or employees in payment for goods or services by performing the following duties.
- Computes or re-computes bills, itemized lists, and tickets showing amount due.
- Makes change, cashes checks, and issues receipts to customers.
- Accurately balances the register and prepares the daily bank deposit.
- Reads and records totals shown on cash register report and verifies against cash on hand.
- Quotes prices and describes features of items for which money is received.
- Gives cash or credit refund to customers for returned merchandise after approval from the pharmacist on duty.
- Operates cash register by passing price-coded items across the electronic scanner to record price, compile printed list, and display cost of customer purchase and tax on monitor screen.
- Deals directly with customers/patients by telephone, electronically, or face-to-face.
- Responds promptly to customer, patient, and staff inquiries.
- Handles and resolves customer, patient, and staff complaints.
- Obtains and evaluates all relevant information to handle inquiries and complaints.
- Shows empathy for the customer's/patient's situation(s).
- Can communicate clearly, both in writing and in speech.
- Has "thick skin" and can handle complaints, even when handling unpleasant customers.
- Handles customer/patient situations in the best interest of both the customer and the company.
- All other duties as assigned.

### About the Position

- Casual Hours
- Weekdays only
- Day shift
- On-Site at Bigfork Valley

## Qualifications

- High School Diploma or GED preferred but not required.
- Up to one-month related experience or training; or equivalent combination of education and experience.

\*The hourly wage for this position is \$18.12/hour to \$22.30/hour, with a median wage of \$20.21/hour. It is not typical for an individual to be hired at or near the top of the range for their role. Compensation decisions are dependent on the facts and circumstance of each case and on several factors including relevant work experience, education, certification & licensure, and internal equity. Hourly pay is just one part of the compensation package for employees.

EEO/AA Employer/Vets/Disability