



Position Announcement May 2019

Position: Cashier
Employment Status: Part-time
Application Deadline: May 28, 2019

Position Summary:

Responsible for performing cashiering and customer service duties. Duties may include, but are not limited to: receipt of cash, and/or debit/credit transactions for payment of meals, balancing receipts and posting to accounting records, prepares bank deposits, perform limited, routine general clerical duties such as typing, answering the phone, may assist with meal preparations, general cleaning duties and/or related duties. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and accreditation standards. Position may require travel to any of the locations within the College's service area.

Major Job responsibilities include, but are not limited to the following:

- Receipt of cash, and/or debit/credit transactions for payment of meals
- Balancing receipts and posting to accounting records
- Prepares bank deposits
- Perform limited, routine general clerical duties such as typing, answering the phone
- May assist with meal preparations, general cleaning duties and/or related duties.

Job Competencies:

- Knowledge of computers and job related software programs
- Knowledge of customer service standards
- Interpersonal skills

Scheduled Work Hours / Location

The College is seeking to positions to work at the Macon campus Café to work a projected schedule between the hours of 9:30 a.m. to 2:30 p.m. Monday through Friday. Weekly work hours are limited to a maximum of 19 hours; actual work schedule will be based on need. Additional work hours or a flexible schedule to include evening and/or weekend hours may be required as needed. Position will be located at the Macon campus Café with possible travel to other college campus locations as needed.

Minimum Qualifications

- High School Diploma or GED
- Six (6) months documented work-related experience

Preferred Qualifications:

- Completion of one basic accounting course at either the high school or college or university level which provided training in accounting clerical areas **OR** one year of experience performing clerical tasks which provided some training in accounting clerical areas
- Documented work experience in post-secondary education.

Salary/Benefits:

Hourly gross salary rate of \$10.00. This is a part-time position eligible to work up to 19 hours week based on department needs. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). This position is not eligible for TRS/ERS retirement benefits, state insurance, leave accrual or holiday pay.

Application Procedure:

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records

Motor Vehicle Records

Employment References

Pre-Employment Drug Test

Fingerprint Records

Credit History Records

Psychological Screening

Medical Examination

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: cjohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.