

Counter Clerk

The Counter clerk is responsible for taking money in the form of cash, check, or credit card from patrons in exchange for dry cleaning services. Tag and bag items, provides change, balances drawer, and processes card/cash transactions. To ensure excellent customer service and assist with the garment handling before and after the garments are cleaned and pressed.

Job Duties:

- Handle cash/credit transactions with customers using cash registers
- Receive items from customers and mark them with codes or names
- Any other duties as assigned by management including operating dry cleaning machines
- Ability to work full-time (40 hours or more) and flexible shifts including Saturdays and some holidays.

Qualifications:

- *Customer-service skills.* Laundry and dry-cleaning workers interact with customers who drop off and pick up their clothes. Workers may need to respond to customers who are unsatisfied with the quality of the cleaning.
- *Flexibility.* Will also be used as a floater when needed. Ability to learn all positions in Cleaners and perform them when asked.
- *Stamina.* Laundry and dry-cleaning workers often spend many hours standing in a warm or hot environment.

Requirements:

- High School Diploma or equivalent, Mathematical skills, Basic PC knowledge and familiarity with electronic equipment (e.g. cash register, scanners, money counters, etc.)
- Must be able to pass a drug test and background check.

Essential Physical Requirements:

1. Ability to stand in warm/hot environments
2. Ability to freely access all areas of the store including selling floor, stock area, and register area.
3. Ability to operate and use all equipment necessary to run the store.
4. Ability to move or handle merchandise throughout the store generally weighing 0-20 pounds.

To Apply:

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*

Forms:

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.