

# SUMTER

## FAMILY HEALTH CENTER

Caring For Our Community's  
Health and Well Being

### JOB POSTING

#### Pharmacy Cashier

#### **Job Summary:**

The Pharmacy Cashier assists the Pharmacist in performing all routine tasks and in managing and coordinating all aspect of the Pharmacy Department in accordance with established policies and procedures set forth by Sumter Family Health Center.

#### **Duties and Responsibilities:**

- Receives payment by cash, check, credit cards, vouchers, or automatic debits.
- Issues receipts, refunds, credits, or change due to customers.
- Greets customers entering establishments.
- Maintains clean and orderly checkout areas.
- Establishes or identifies prices of goods, services or admission, and tabulates bills using calculators, cash registers, or optical price scanners.
- Resolves customer complaints.
- Answers customers' questions, and provides information on procedures or polices
- Keeps accurate records of monetary exchanges, authorization forms, and transaction reconciliations.
- Exchanges money, credit, and makes change for customers.
- Reconciles 3<sup>rd</sup> party payment and accounts.
- Works with the billing department to balance account(s).
- Receives written prescription or refill requests and verifies the information is complete and accurate.
- Answers telephones and responds to questions or request.
- Assists customers by answering simple questions, locating items or referring them to the pharmacist for medication information.

#### **Qualifications:**

##### Education/Experience

High School Diploma or equivalent required. Pharmacy cashier experience preferred. Bi-lingual English/Spanish ability preferred, but not required.

#### **Schedule and Benefits:**

This is a part-time/PRN position that would work within a Monday-Friday dayshift schedule.

#### **How to Apply:**

If you are interested in applying, please download and print an application from our website: [www.sumterfhc.com](http://www.sumterfhc.com). Return your completed application to:

Sumter Family Health Center  
Attn: Human Resources  
1278 N. Lafayette Drive  
Sumter, SC 29150