

Bexar County Master Gardeners
Cashiers Team

Description and Duties of Cashiers Team Members:

Team consists of Cashier-Trained Master Gardeners who will conduct sales transactions at any BCMG event where plants, MG apparel or other BCMG-related items are sold. Duties will include processing cash, Apple Pay, debit, and credit card sales transactions through the use of iPads and Square readers.

All team members will be required to train on the use of iPads and Square readers. If refresher training is needed, Cashier Team members should contact the Team Leader.

Prior to a scheduled event, Cashiers who have volunteered to work the event will stay informed of item prices and items to be sold. This information will be provided by the Team Leader or other BCMG coordinator.

Prior to a scheduled event, Cashier Volunteers will contact BCMG Office Manager (office@bexarmg.org) and arrange to pick up iPads, Squares and startup cash.

Prior to the completion of each sale, Cashiers should ask the customer if they wish to donate to the BCMG. For large donations of \$50+ or if the customer requests a tax letter for their donation, Cashiers will take the customer's name, telephone number, and email address so we may send the appropriate thank you and donation letter.

At the end of event, two (2) Cashiers must:

1. Ensure iPads, Square readers, and Hotspots are turned off;
2. Count all cash on hand;
3. Log cash amount on form provided by the BCMG Office Manager;
4. Sign and date the completed form;
5. Place cash, form, and list of donors requesting tax letter for their donation in envelope provided, enter names of Cashiers on envelope and seal;

6. In the event cash cannot be counted outside safely (we are in an open, exposed area), cash will not be counted, but 2 Cashiers must still enter their names on the envelope once all cash is sealed;
7. One Cashier will return cash envelope, iPads, and Square readers to the BCMG Office Manager as soon as possible following the event. If Office Manager is unavailable, Cashier returning cash and equipment will secure the cash in the office safe.

Following the event, Volunteers will notify the Team Leader via email the completion of their assignment.

Volunteer hours for events will be recorded according to designated project number and name, e.g., 0400 SA Rodeo. Volunteer hours for Committee meetings will be recorded under Project 0700 – BCMG Committees.

Description and Duties of the Cashiers Team Leader:

Leader will maintain a log of the names, telephone numbers, and email addresses of all Cashiers Team members. A separate log will be maintained that includes the name and date of all events and the names of the Cashiers who worked said events. Volunteers will be rotated to allow all Cashiers equal opportunity to earn volunteer hours. After a scheduled event, Leader will follow-up with Cashiers to ensure they completed their volunteer assignment.

Leader will announce BCMG events where Cashiers are required to all team members by email. Announcements will be sent as soon as notice of event is received by the Leader and will include name and description of event, date, time, location, number of shifts and number of Cashiers required to staff each shift.

Prior to a scheduled event, Leader will obtain items list and prices of sales items from Coordinator of event and forward to Cashier Volunteers.

Prior to a scheduled event, Leader will email the BCMG Office Manager the names of Cashier Volunteers working the event.

If Cashier Team meetings are required, Leader will announce meetings to the members through email, with follow-up by telephone, as needed. Announcement will include date, time, location, and purpose of meetings.

Leader will provide Cashier training to all Master Gardeners joining the team for the first time and refresher training to established members, as needed.

Volunteer hours as Leader will be recorded under Project 0700 – BCMG Committees.