



JOB DESCRIPTION		
Position Title: Cashier		
Employment Status: Full- or Part-Time	FLSA Status: Non-Exempt	Effective Date: May 6, 2021

Job Summary

The Cashier provides support to store operations as directed by the Assistant Manager – Safety & Operations. He/she works within the guidelines, policies, and mission of the organization and will be accountable and responsible for specific projects as assigned.

Responsibilities

- Ensure the prices and quantities are accurate, accept payments, issue receipts, answer inquiries, and provide helpful information to customers.
- Respond to complaints and escalate to the Assistant Manager – Safety & Operations or Store Manager as needed.
- Process refunds and voids following policies.
- Welcome customers, answer questions, help locate items, and provide advice or recommendations.
- Operate electronic point-of-sale (ePOS) system.
- Observe closing and register balancing procedures.
- Carefully wrap and bag purchases.
- Maintain the cash register area in a fresh, sanitary, and orderly manner.

Minimum Qualifications (Knowledge, Skills and Abilities)

- Ability to stand for prolonged periods of time
- Strict adherence to safety requirements
- Ability to multitask and prioritize in a busy environment
- Exhibits discretion, flexibility, and willingness to work closely with the management team

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves and others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.