



Job Description

Job Title: Front End Cashier

Department: Cashiers

Reports To: Cashier Manager

General Purpose of Job:

The purpose of the cashier position is to perform financial transactions critical to business operations and inventory accountability. Cashiers also serves as the last point of contact for customers and therefore must be able to exhibit above and beyond customer service. In addition, as a cashier, you must actively identify any potential problems during the shopping experience and solve and/or report it accordingly.

Essential Job Duties and Responsibilities:

- Maintain a clean work environment.
- Provide a positive disposition to co-workers and customers.
- Provide fast, friendly and accurate service to all customers.
- Develop professional/courteous relationships with customers.
- Memorize product codes, placement and status to the best of your ability.
- Be able to physically identify non-scannable items such as bulk and produce.
- Be aware of surroundings and report any suspicious activity immediately.
- Bag and/or Box customer groceries mindfully and tactfully.
- Keep tills tidy, arranging money, paper, checks, coins etc. in order and faced.
- Report any issues/conflicts or suggestions to acting supervisor or cashier manager.
- Assist customers at herb counter when necessary, while following the herb counters procedures.

Supervisory Responsibilities:

- None

Education and/or Experience:

- None required
*PREFERRED - 6-month minimum customer service experience

Required Certificates, Licenses, Document or Registrations:

- Valid ID
- SSC
- Food Handlers

Qualifications (Knowledge, Skills, Abilities):

- General problem-solving skills / Ability to diffuse difficult situations.
- Hand-eye coordination.
- Remain calm under pressure.
- Cash Handling Experience - *PREFERRED – the ability to count back change by hand
- Multitasking.
- Customer Service
- Touch-Screen/Technical proficiency
- Must be 18 or older
- Ability to self-motivate and work as a part of a team

Physical Demands:

This position will require standing, speaking, hearing and use of your hands a majority of your shift. The ability to walk and reach above your head are also both necessary for the position.

Does this position require lifting capabilities?

As a cashier you may be needed to assist in the carrying or moving of product up to 50lbs.

Additional Information:

Cashier schedules differ upon seasonal and business changes. Flexibility in you availability may be necessary for proper coverage or business needs.

****Please sign below to acknowledge job requirements****

I, _____, have read and accept the terms of the position.

X _____

(Signature)

Date: _____

Manager: _____