

# Job Description

## **Position: Cashier**

### **Overview:**

A cashier rings customer orders on a cash register, operates the check stand belt, handles food stamps, coupons, cash and other forms of payment from customers according to store policy. The cashier makes up pickups, performs fractional calculations quickly and verbally communicates with customers. They balance their register and account for the receipts periodically during a shift and at the end of a shift. They stock magazines, cigarettes and cash, sell lottery tickets and money orders, make deposits, assist and direct customers with inquires, answer telephones and maintains efficient service to customers at the service center. They bag groceries, take orders to customers' vehicles and collect shopping carts from the parking lot, particularly when there are no baggers or designated carry-out.

### **Job Requirements:**

1. Work shifts
2. Operate a cash register and checkout belt.
3. Mentally calculate fractional division quickly.
4. Bag groceries.
5. Lift up to 35 pounds.
6. Communicate verbally with customers.
7. Operate a cash register.
8. Operate intercoms, phones, money orders, adding machines and lottery machines.
9. Give correct change to customers.
10. Manage receipts and balance sales and cash reports.
11. Perform sweeping and general cleaning duties around their work area.
12. Give direction to customers.
13. Stock candy, cigarettes, magazines and other product on shelves and in racks.
14. Take carry-outs to customer's vehicles.
15. Collect shopping carts from parking lot and place in store.
16. Reach & stock product up to 6 feet high.