

# Cashier

## Position Overview:

Serves customers promptly, quickly and accurately during checkout. Takes action to increase customer satisfaction. Adheres to cashier policies and procedures. Shows regard for safety of self and others. Has an awareness of protecting the company against loss.

- Reports To: Customer Satisfaction Manager
- Coordinates With: Store Management, Area Coordinators, and coworkers.

## Essential Job Functions:

- Ensure every customer is satisfied, answering all customer questions politely and quickly and calling for customer assistance when necessary.
- Interact in a positive manner with customers and coworkers.
- Use the public address system to call for price checks and customer assistance.
- Accurately verify the register beginning and ending funds.
- Accurately read prices, record merchandise transactions, receive payment in various forms, and give correct change.
- Keep register, terminal supplies (bags, charge slips, change, etc.) well-stocked and keep work area clean and neat.
- Work safely and efficiently in performing job functions.
- Collect shopping carts from the front of the checkout areas and from outside the store as directed.
- Work as a team with management, area coordinators, and coworkers.
- Stock merchandise and clean shelves as time permits or as assigned.

## Physical Requirements:

*Occasionally* = up to 1/3 shift

*Frequently* = up to 2/3 shift

*Continuously* = throughout shift

- Standing: Continuously, on a rubber mat, in combination with walking on concrete surface.
- Sitting: 0% of the time.
- Walking: Frequently in combination with standing.
- Worker Mobility: Can Change positions frequently throughout work shift.

- Carry/Lift: Frequently and independently work with 0-20 pounds, depending on product and materials being stocked or rung up at the cash register, while moving merchandise from the shopping cart to the counter and then bagging it.
- Pushing/Pulling: Continuously and independently work with 0-20 pounds while pulling/pushing shopping carts/merchandise through the check stands. Occasionally while retrieving multiple shopping carts.
- Bending/Squatting: Frequently throughout the work shift while operating cash register/bagging merchandise, lifting merchandise from shopping carts, stocking supplies, and cleaning.
- Reaching/Handling: Use of fingers/hands/arms continuously.
- Grasping/Squeezing: Frequently throughout work shift.
- Twisting: Frequently throughout work shift.
- Climbing: Occasionally climb stairs to reach the customer service area. Occasionally climb stairs to reach upstairs offices, lunchroom, etc.
- Crawling: 0% of the time.

#### **Social Skill Requirements:**

- Ability to positively interact with customers and co-workers.
- Ability to effectively send and receive verbal communication using the English language.

#### **Aptitude Requirements:**

- Ability to read English and write it legibly.
- Ability to perform basic math functions.
- Ability to analyze, reason, make decisions and develop alternative courses of action.

#### **Environmental Requirements:**

- Most work is performed in the store.
- Frequent exposure to outside elements.
- Possible exposure to chemicals and/or compounds throughout work shift.

This position summary covers most of the duties performed, however, other duties and responsibilities not listed may be assigned at the discretion of management.

**After reviewing this position summary, can you perform all of the functions listed?** ☐ Yes ☐ No

If no to the above, please identify any functions that you are unable to perform.

I verify that I have thoroughly reviewed the position summary for Cashier and that I understand the job requirements and essential job functions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_