**Position Description**

**Position Title:** Full Time/Part Time Cashier

**FLSA Status:** Non-Exempt (Hourly Employee)

**General Job Scope**

Cashier responsibilities include receiving payments and issuing receipts, gift-wrapping packages and keeping track of all cash and credit transactions. To be successful in this role, you should have previous experience in a customer service position and good knowledge of how cash registers operate. You should also be available to take evening and weekend shifts occasionally.

**Supervision Received**

This position is under the general supervision of the Store Manager.

**Essential Duties and Responsibilities**

* Manage transactions with customers using cash registers
* Scan goods and ensure pricing is accurate
* Collect payments whether in cash or credit
* Issue receipts, refunds, change or tickets
* Redeem stamps and coupons
* Cross-sell products and introduce new ones
* Resolve customer complaints, guide them and provide relevant information
* Greet customers when entering or leaving the store
* Maintain clean and tidy checkout areas
* Track transactions on balance sheets and report any discrepancies
* Bag, box or gift-wrap packages
* Handle merchandise returns and exchanges

**Minimum Qualifications**

***Minimum Required Experience:***

Work experience as a Retail Cashier or in a similar role in salesAbility to work a flexible schedule, including nights, weekends, and holidays, as well as the hours required to open and close the store.

Good verbal and written communication skills, as well as strong relationship-building abilities.

***Minimum Required Education:***

HS Diploma or GED

***Knowledge, Skills and Abilities:***

* Able to multitask.
* Able to handle currency and dispense change correctly.
* Basic PC knowledge
* Must be bondable.
* Strong interpersonal skills when dealing with employees/customers.
* Must be able to work a flexible work schedule.

**Physical Demands**

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and arms and walk, and reach above the head, and bend or squat. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.