



## POSITION DESCRIPTION – Cashier

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<b>Title:</b>	Cashier	<b>Status:</b>	Non-Exempt/PT & FT
<b>Department:</b>	Store Support	<b>Reports to:</b>	Front End Supervisor
<b>Grade:</b>	1	<b>Salary Range:</b>	\$15.00 to \$19.50 Hourly

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### Summary

This position aims to ensure the smooth functioning of the store's front-end and point-of-sale system. To provide an overall exceptional customer and cashier check-out experience. Duties include interacting with customers, balancing the cash register, determining change, recording purchases, processing returns, and scanning items for sale. Cashiers also know about codes, return policies, and current coupons and promotions.

### Department Responsibilities

- Implement the new point of sale system, LOC SMS Software, and Smart Country Business Products Hardware.
- Processing sales transactions and taking payments.
- Maintaining adequate change denominations and requesting additional change.
- Answering customer questions about products or services and providing recommendations.
- Reporting issues with equipment.
- Maintaining clean and tidy checkout areas.
- Reconciling cash drawers and sales receipts.

### Knowledge, Skills, and Abilities

To perform this job successfully, an individual must perform each essential function satisfactorily, with or without reasonable accommodation. The requirements listed below represent the knowledge, skill, and ability required.

- Experience with Point-of-Sale systems required.
- A track record of outstanding customer service.
- Ability to calculate sales and change quickly.
- Ability to work in a fast-paced environment.
- High level of accuracy and attention to detail.

### Education and Experience

- High school diploma or equivalent degree.
- One year of grocery store front-end experience or similar retail preferred.
- Basic math and computation skills.

### Work Environment/Physical Demands

- Extended hours of walking and standing.
- Extended hours of cash handling.
- Extended hours of customer engagement.
- Lifting up to 25 pounds

*The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Instead, they are designed only to describe the general nature of the job. All associates of the Food Shed are considered "at will" employees. Scheduled work hours are solely to be based on business needs. The Food Shed Co-op is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment.*