

JOB TITLE: CASHIER

IMMEDIATE SUPERVISOR: Store Operations Manager/Floor Supervisor

BASIC FUNCTION: Receives payment from customers for merchandise or services. Helps keep store well maintained, clean, organized and safe.

RESPONSIBILITIES:

- Counts cash in drawer at opening and closing of the day.
- Operates cash register, makes change, and issues receipts to customers.
- Issues refunds or credit as necessary.
- Interacts in a positive manner with customers in person and on the telephone. Assists with questions regarding merchandise, location of merchandise in store, pricing and promotions.
- Records purchase orders, inventory condition, etc.
- Refers store credit applications and bad checks to Store Manager.
- Assists in the preparation of the store and product displays.
- Maintains store environment including doors, floors, windows, ceilings, restrooms and workstations. Cleans and dusts products, displays.
- Attends and participates in all company-sponsored training programs as required.

EDUCATION: High school diploma or general education degree (GED).

EXPERIENCE: Three- to six-months of related experience and/or training; or equivalent combination of education and experience.

SKILLS, KNOWLEDGE & ABILITIES:

- Ability to read and write.
- Ability to effectively present information in one-on-one and small group situations.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to carry out detailed but uninvolved written or oral instructions.
- Good interpersonal, communication and customer service skills.
- Knowledge of building materials desirable.
- Ability to operate cash register (computer) equipment.

PHYSICAL DEMANDS:

- Ability to stand and walk.
- Manual dexterity.
- Ability to talk and hear.
- Ability to sit, climb or balance, and stoop, kneel, crouch, or crawl.
- Strength: regularly lift and/or move up to 25 pounds.
- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENT AND PHYSICAL WORKING CONDITIONS: Moderate noise level.

LICENSE OR CERTIFICATION: None Required