

CASHIER JOB DESCRIPTION

EMPLOYER INFORMATION

Name: THE CORNER STORE

Address: 123 MAIN STREET, PERSONVILLE FL

Phone: (555) 555-5555

E-Mail: info@cornerstore.com

EMPLOYMENT ELIGIBILITY

Job Title: Cashier

Reports to: Jane Park

Job Location: The Corner Store storefront

Start Date: August 15, 2021

Job Type: Full-time Part-time Independent Contractor Intern

of Hours: 30 Hours per week

JOB DESCRIPTION

The Corner Store seeks a cashier with at least one (1) year of register experience to handle sales during daytime hours. The cashier will sometimes work with a clerk, but at other times will be the only employee on duty.

RESPONSIBILITIES AND DUTIES

- Use point-of-sales system
- Greet and interact with customers
- Verify item pricing
- Process refunds when necessary
- Wrap or package sold items
- Apply discounts as needed
- Keep counter area clean and tidy
- Maintain sales records

QUALIFICATIONS / REQUIREMENTS

- Friendly disposition
- Good computation skills
- Knowledge of store inventory
- Ability to stand for prolonged time
- Basic computer skills
- Attention to detail