**CASHIER JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: THE CORNER STORE

**Address**: 123 MAIN STREET, PERSONVILLE FL

**Phone**: (555) 555-5555

**E-Mail**: info@cornerstore.com

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| **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

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| **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.

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| **RESPONSIBILITIES AND DUTIES** |

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

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| **QUALIFICATIONS / REQUIREMENTS** |

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