**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**: [x]  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
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| * 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
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| * Good computation skills
 | * Basic computer skills
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| * Knowledge of store inventory
 | * Attention to detail
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