



Example of Cashier Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of cashier. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for cashier

- Accurately records purchases in point of sale system
- Reorders product merchandise on a weekly basis or as needed
- Ensure that dining room products are stocked
- Update & post daily menus
- Maintains the dining areas in a clean, neat, and orderly fashion
- Assists in the different stations as necessary
- Standing for long periods of time – be specific with hours, 4 – 5 hour shifts
- Following written and verbal directions
- Must be able to stock quickly and productively
- Use a box cutter

Qualifications for cashier

- Experience in counting & settlement of revenue and assets
- Experience in a cash room and experience as a dedicated cashier is strongly preferred
- Must have a thorough knowledge of cash handling and counting
- Basic level computer literacy
- Ability and experience with 10-key calculator and counting devices (coin counter, & currency counter) strongly preferred
- Must have a high degree of integrity, be dependable, and participate as a team member to achieve common goals