



## Example of Cashier Job Description

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Our company is searching for experienced candidates for the position of cashier. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

### Responsibilities for cashier

- Answers telephones and qualifies and directs customers as required
  - Responsible to take and make copy orders accurately
  - Monitors stock levels of front end paper, supplies, register rolls, shopping bags
  - Has a complete understanding of all company policies and procedures relevant to this position, as outlined in the training checklist
  - Quality and safety duties include bagging and handling customer items with care and thought, following proper cleaning and sanitation procedures, operating equipment in a safe and focused manner and completing any necessary reports
  - Maintain daily register station for proper supply assortment, maintain storage area and fill items that are running below acceptable levels before the end of your shift
  - Customer service duties include processing customers utilizing a POS system, greeting customers, educating, informing customers about products and providing carry out service while providing overall exceptional service to ensure a positive and lasting customer impression
  - Demonstrate the ability to reconcile tills, accounting for all cash, checks and other forms of payment
  - Establish and maintain routines to organize daily paperwork related to your till and file per direction after till has been reconciled
  - Maintain and champion regular sampling/engagement in the Front End
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- Greet all clients with enthusiasm
- Provide courteous, knowledgeable service to clients
- Complete transactions accurately and efficiently (including gift wrap)
- Deal with returns/exchanges in a positive manner
- Engage clients in appropriate conversation while completing transaction
- 6 months customer service or guest service experience preferred