



Example of Sales / Cashier Job Description

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Our innovative and growing company is searching for experienced candidates for the position of sales / 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 sales / cashier

- Greets customers in a friendly manner as they enter the store
- Rings customer sales using an electronic cash register
- Assist with shift change by counting money in cash drawer at the beginning and end of a shift
- Uses special equipment to process specialty products, such as money orders, credit card purchases, checks and lottery sales and redemption's
- Check identification for restricted sales
- Checks and replenishes stock on food service supplies such as cups, lids, condiments, napkins, straws, and stirrers
- Cleans and sanitizes all equipment used for service or stocking food service products using the three sink method
- Cleans all areas, using proper cleaning procedures and materials, including (but not limited to) counter tops, microwaves, shelves, floors, windows, cooler doors, food service equipment, restrooms, and parking lots
- Cleans and empties trash containers
- Stock shelves and cooler, rotates and front faces stock

Qualifications for sales / cashier

- Some lifting of up to 75 lbs
- It is also important that you display a positive, helpful demeanor, and a commitment to providing the best in customer service

- Complete bad merchandise form
- Assumes other duties and responsibilities as assigned to accommodate store operational needs