GOODSIDE GROCERY CO-OP
Good Food for the Sheboygan Community

Cashier Duties
and Responsibilities

Summary:
• Receives and disburses money for payment of goods purchased and assists customers in locating items.

Examples of Duties:
• Enters purchases into cash register to calculate total purchase price.
• Accepts cash, checks, or bankcards for payment; completes check and bankcard transactions according to established procedure.
• Counts money, gives change and issues receipt for funds received.
• Calculates discounts; requests customer identification for certain discounts and receipts as required.
• Maintains sufficient amounts of change in cash drawer.
• Balances cash drawer and receipts; documents discrepancies.
• Trains new cashiers.
• Assists customers in locating specific items.
• Weighs items sold by weight in order to determine prices.
• Keeps register area neat and stocked with necessary supplies.
• Assists in other areas of store, such as clean-up, shelf-stocking, or keeping merchandise displayed in an orderly manner.
• Returns misplaced items to shelves.
• Helps provide a safe environment by identifying and rectifying hazards and/or equipment in need of maintenance.

Knowledge, Skills and Abilities:
• Knowledge of basic arithmetic.
• Knowledge of merchandise location.
• Skill in handling and counting cash, and ability to learn to operate a cash register efficiently and accurately.
• Skill in communications with public.
• Ability to provide prompt and courteous customer service.
• Ability to stock merchandise from store receiving to shelving; ability to place product, weighing up to ?? pounds, on shelving at various heights.
• Ability to perform general cleaning duties to maintain store standards for cleanliness.
• Ability to work both independently and within a team environment

Minimum Qualifications:
• No prior experience required