

Job Descriptions: Cashier

Position Summary

The primary responsibilities of the Cashier position are to maintain helpful customer service, process sales quickly, accurately, and efficiently, and cash register operations.

MAJOR RESPONSIBILITIES

- Ensure each customer receives outstanding service by mystery shop standards
- Greet customers as they enter the store
- Answer phone calls
- Tactfully and pleasantly deal with customers
- Maintain awareness of all promotions and advertisements
- Accurately and efficiently ring on registers and maintain all cash at registers
- Maintain orderly appearance of register area and supplies stocked
- Perform other tasks as assigned from time to time by store management
- Solicit customers to sign up for an Ace Rewards card
- Issuing receipts, refunds, credits or change due to customers

QUALIFICATIONS

- Experience in a retail environment either in cashier or sales
- A commitment to service, excellence and customer satisfaction
- Skills/Knowledge: Ability to process information and/or merchandise through electronic cash register system
- Ability to communicate with associates and customers
- A strong team player yet still able to work independently with minimal supervision
- Exceptional organizational ability, high attention to detail, and ability to multi-task
- Must be able to work and willingness to work flexible hours including one weekend day and holidays to meet the needs of the business.
- The willingness to learn, be cheerful, with a positive attitude
- Bilingual is a big plus

PHYSICAL REQUIREMENTS

- Ability to stand for an extended period of time
- Move and handle boxes of merchandise and fixtures throughout the store, which entails lifting and perform all functions as set forth

Salary based on experience. Great benefits including vacation, sick pay (paid time off), 401k, employee discount and much more for those with qualifying hours.

Do not send with resume attachment. Cut and paste resume in replying email.

For your application to be considered, please include the answers to all three of the following questions:

- 1) Why do you want to work in our store?**
- 2) What kind of job are you looking for?**
- 3) Please explain why you think you are qualified for this position**