

# Job Description Retail Cashier

Reports To: **Assistant Store Manager**

Supervises: **None**

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## **Summary of Position:**

A Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

## **Tasks and Responsibilities:**

- Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service.
- Maintain an awareness of all promotions and advertisements.
- Accurately and efficiently ring on registers.
- Communicate customer requests to management.
- Maintain orderly appearance of register area and supplies stocked.
- Any other tasks as assigned from time to time by any manager.

## **Requirements:**

- Ability to process information/merchandise through register system
- Ability to communicate with associates and customers
- Ability to read, count, and write to accurately complete all documentation
- Ability to operate all equipment necessary to perform the job
- Physical ability to stand for extended periods and to move and handle boxes of merchandise and fixtures throughout the store, which entails lifting, and perform all functions as set forth above
- Ability to work varied hours/days, including nights, weekends, and holidays, as needed

This position pays \$8.25 per hour. Interested candidates please send resume to [careers@catholiccharities.com](mailto:careers@catholiccharities.com)