



## Cashier

The cashier is responsible for increasing owner/shopper confidence and loyalty by providing accurate, fast and courteous checkout. This individual maintains financial responsibility in his/her service lane.

### Primary Responsibilities

- Provide continuous attention to shoppers needs; greet, assist and thank owners and shoppers in a prompt, courteous and friendly manner.
- Listen to and appropriately escalate the shoppers concerns to management with a positive attitude.
- Manage lane according to Good Earth’s service standards.
- Inform shoppers of specials and promotions as requested by the Good Earth Food Co-op or store management.
- Properly record sales through the scanning system; operate cashiering equipment accurately and efficiently recognizing all forms of tender and providing the correct change when appropriate.
- Stock Front End products; restock and use supply items efficiently to eliminate waste and to maintain the lowest supply cost.
- Put up discarded or returned merchandise.
- Keep work area clean, orderly and free from safety hazards; report faulty equipment and hazards to management.
- Return carts to shopping cart corral.
- Assist in training new cashiers.
- Notify management of associate theft, customer shoplifting, unauthorized mark-downs, property defacement or any action that is illegal and/or against co-op policy.
- Perform other job-related duties as assigned.

### Minimum Qualifications

- Meet legal and cooperative policy age requirements to perform job functions.
- Compliance with all Good Earth policies and procedures.
- Ability to read, write and speak English proficiently.
- Ability to understand and follow English instructions.
- Authorization to work in the United States or the ability to obtain the same.
- Successful completion of pre-employment background check.

### Preferred Qualifications

- High standard of integrity and reliability.

## Environment and Physical Demands

### Physical Requirements

Never	(N)	0%
Occasionally	(O)	1-33%
Frequently	(F)	34-66%
Continuously	(C)	67-100%

Task	Frequency	Additional Details (as necessary)
1. Standing	C	Surface Type(s): Tile, concrete
2. Walking	F	Surface Type(s): Tile, concrete
3. Sitting	N	

4. Carrying	C	Up to 50 Lbs.
5. Pushing	C	Up to 100 Lbs.
6. Lifting	C	Up to 50 Lbs.
7. Pulling	C	Up to 100 Lbs.
8. Climbing	N	Height: 0 Ft.
9. Balancing	F	
10. Stooping	O	
11. Kneeling	O	
12. Crouching	O	
13. Handling	C	
14. Fingering	C	
15. Feeling	C	
16. Crawling	N	
17. Reaching	C	Level: Waist/overhead, etc
18. Talking	C	
19. Seeing	C	
20. Hearing	C	
22. Repetitive movement	C	Of both hands and feet

**Working Conditions**

**Schedules:**

X	Varied		Day		Evenings		Weekends		Holidays
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**Machines, Tools, Equipment, etc**

Scanner, scale, terminal, bagging supplies, shopping cart and cleaning supplies and equipment.