



JOB TITLE: Cashier

REPORTS TO: FOH Manager

STATUS: PT + FT available **STARTING PAY:** \$15/HR

The Cashier is responsible for increasing owner/shopper confidence and loyalty by providing accurate, fast and courteous checkout. This individual maintains financial responsibility for his/her/their 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 the service standards.
- Inform shoppers of specials and promotions as requested by our 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 store policy.
- Perform other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

- Ability to calculate sales and change quickly.
- Accountability and accuracy in reconciling sales receipts.
- Oriented toward serving others and helping customers.
- Customer-service skills.
- Ability to stand for long periods of time.
- Ability to lift up to 50 pounds.
- Excellent verbal communication
- Ability to work in a fast-paced, stressful environment.
- Attention to detail.
- Knowledge of point-of-sale system.
- Ability to maintain a friendly and positive attitude.
- Maintains composure and professionalism in the workplace.
- Communicates needed accommodations in a timely manner.
- Consistent access to reliable transportation.

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