**Job Title:** Cashier

**Department:** Front End

**Company:** Crossroads Market

**Reports To:** Front End Manager

**Status:** Part-Time, Non-Exempt

**# Direct Reports:** 0

**Summary**

Cashiers will act as the strongest impression with each guest. As the closer of the transaction, this position must exude exceptional customer service, doing what they can to make every guests’ visit a welcoming, helpful, and convenient experience. This position is required to be friendly and offering of over-the-top service. Position must work throughout the week with at least one weekend day.

**Job Requirements**

* Scan items quickly, safely, efficiently, and accurately.
* Accurately tender transactions.
* Abide by all local and state laws in regards to alcohol sales.
* Acknowledge and welcome every guest as they enter the store; acknowledge and thank every guest within ten feet as they depart the store.
* Bag groceries properly, neatly, and quickly.
* Provide carryout service (as applicable). It should be assumed every guest would like carryout unless they decline. Unless there are too many guests coming through the checkouts and a cashier is needed immediately, every guest should have their purchases carried or carted out and put in his/her vehicle.
* Offer to unload items onto checkout belt.
* Gather shopping carts from parking lots, return to cart corral, and maintain clean, orderly, cart corral area.
* Assist in maintaining store shelves by cleaning and facing products forward.
* Sweep and mop floors; General housekeeping duties , as assigned.
* Return shopbacks and other products to their proper location.
* Conduct price checks for cashiers as needed.
* Assist in the prompt cleanup of spills.
* Assist fellow employees with projects, as requested.
* Embraces and supports the FLASH mission and performs safe practices in the workplace.
* Any and all other duties as assigned.

**MINIMUM QUALIFICATIONS**

* Comfortable working in a fast-paced environment.
* Attention to detail and problem-solving skills.
* Excellent communication and organization skills; ability to prioritize workload, handle multiple tasks, meet deadlines, and work self-directed with a sense of urgency.
* Takes a customer focused approach to the needs of employees, customers, and clients.

**PHYSICAL REQUIREMENTS**

Typical retail setting. Exerting up to 25+ pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. This job is very active and requires standing, walking, bending, kneeling, stooping, and crouching. Job will include repetitive movements, repetitive use of computer/office equipment and usage of hands to handle, control, or feel objects or tools.

**EEO STATEMENT**

FLASH provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read and understand my roles and responsibilities. I can perform the duties and functions required as stated above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name – please print

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date