



## We have openings for part-time: **Cashier**

Please read the attached job description in its entirety. If you are interested in this position, complete an online application. If you are an in-house staff member, please submit a letter of interest, which should include any relevant experience or skills that are applicable to the position you are applying for, to the Human Resource Department.

### Schedule:

Hours	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
17.5 hours	2:05 p.m.- 10:00 p.m.	OFF	OFF	OFF	OFF	2:50 p.m.- 7:15 p.m.	5:05 p.m.- 10:20 p.m.
18 hours	11:05 a.m.- 3:30 p.m.	2:05 p.m.- 8:45 p.m.	OFF	OFF	OFF	OFF	2:05 p.m.- 8:45 p.m.
23 hours	5:05 p.m.- 10:20 p.m.	5:05 p.m.- 10:20 p.m.	OFF	OFF	OFF	2:05 p.m.- 8:45 p.m.	2:30 p.m.- 8:30 p.m.

**Note:** There may be times when additional hours or schedule changes are necessary.

Department meetings are announced when scheduled, and dates and times may vary. Department meeting attendance is mandatory.

### Wage:

- Starts at \$18.03 per hour.
- Increases to \$18.39 per hour after six months.
- After six-month increase the following increases occur:

Total number of hours worked

Start	Six-Month	2080	4160	6240	8320	10400	12480	14560
\$18.03	\$18.39	\$18.75	\$19.32	\$19.90	\$20.49	\$21.11	\$21.74	\$22.39

2080 hours worked is equal to one year if you work full time (40 hours per week). Increases after 2080 hours worked occur every 2080 hours worked up to 14560 hours.

### Benefits:

For all regular status employees:

- 20% discount on store purchases.
- Employee Assistance Program
- Paid vacation time, Extended Illness Leave and Bereavement Leave
- 401(k) Retirement Plan
- Holiday Pay

For employees working 20 – 30 hours per week:

All of the benefits above, plus:

- Life Insurance
- Short Term and Long Term Disability Insurance

For full-time employees working 30 - 40 hours per week:

All of the benefits above, plus:

- Health Insurance
- Dental & Vision Insurance
- Flexible Benefits, Health Savings Account
- Long Term Care Insurance (35+ hours per week)

**Application Deadline:** Open Until Filled

**Questions:** Call Human Resources at 541-3663 ext. 207

**Date Position Posted:** May 15, 2024



## **Cashier**

To check out customer purchases and otherwise assist customers, to meet department goals for accuracy and provide prompt, friendly, courteous customer service.

**Department:** Front End

**Reports to:** Assistant Front End Manager

## **Duties & Responsibilities**

**The essential duties and responsibilities of this position include, but are not limited to, the following:**

### **General:**

- Greet customers, smile and make eye contact. Maintain a friendly, courteous and helpful demeanor.
- Communicate with customers to determine bagging preferences. Bag customer purchases in a neat and organized way following department protocol. Provide carryout assistance as needed.
- Communicate with all front end staff and other coworkers in a courteous, positive, and professional manner.
- Ensure safe and legal alcohol sales by following established protocol such as checking ID's, and not selling to people who are underage or intoxicated. Attend a safe selling training course (in house) and successfully pass a written exam.
- Complete designated opening and closing duties as assigned.
- Maintain a clean and sanitized workspace, doing additional disinfecting in the front end as needed, and keep the front end free of congestion.
- Collect carts and baskets from inside or outside of the store and return them to designated areas.
- Stock supplies such as boxes, bags, and register supplies. Complete other cleaning tasks as designated by a manager.
- Assist with curbside program as needed (e.g. shopping, customer payments via phone, etc.)
- Clean up spills as needed.
- Alert manager of any equipment break-downs or safety hazards.

### **Loss Prevention, Accuracy and Cash Handling:**

- Check out customer purchases quickly and accurately, notify manager of pricing errors.
- Meet and maintain department standards for accuracy including minimizing overages/shortages, collecting correct and full payment from customers and giving back proper change.
- Follow department protocol for opening, closing, and moving between registers.
- Create neat and organized deposits and correctly balance drawer following department protocol.
- Follow proper security procedures when handling credit card payments and cash currency.
- Correctly process customer returns and complete documentation.
- Follow department protocol for applying coupons, rainchecks, and other discounts.
- Ensure transactions follow store policies for employee purchases and business discounts, and report any misuse or suspected abuse of policies to managers.
- Report "Sweethearting" concerns to management. This is theft by employees at the cash register, by giving away merchandise to a "sweetheart" customer (friend, family, fellow employee).
- Alert Manager on Duty to potential shoplifters, disorderly customers or other emergencies.

### **Other Responsibilities:**

- Attend front end department meetings.
- Perform other tasks assigned by Front End Managers.

## Qualification Standards

<b>Education/ Training:</b>	High School education or GED preferred, but not required.
<b>Experience:</b>	Customer Service experience and experience working with cash registers or computers preferred.
<b>Knowledge/Skills:</b>	Basic math skills. Detail-oriented with ability to balance cash drawer.
<b>Attendance:</b>	Regular, predictable attendance.
<b>Other:</b>	Adhere to established work and safety procedures. Familiarity with natural foods preferred. Maintain accurate records. Ability to work closely with others and to provide excellent customer service.

## Position Requirements

<b>Essential Functions/Tasks:</b>	<b>Requirements:</b>
<b>Physical:</b>	
Vision	Ability to read product labels, receipts, checks.
Hearing	Hearing required to converse with customers and co-workers.
Sense of Smell	Ability to smell for inspecting product, sanitation standards.
Gripping	Pick up boxes, cans, other products, tools and equipment.
Lifting	Up to 30 pounds.
Stooping	Stoop and maneuver to pick up boxes from shelving and carts.
Squatting	Squat and maneuver to pick up boxes from shelving and carts.
Push/Pull	Carts/racks weighing up to 200 pounds.
Kneeling	Occasional kneeling.
Climbing	Occasional climbing.
Bending	Occasional bending.
Reaching	Reach overhead, front, side and back.
Equipment Operation	Ability to operate cash register, 10 key pad.
Carry Objects	Ability to carry objects weighing up to 25 pounds.
Sitting	Not Applicable.
Walking	Short distances to bring items from miscellaneous areas.
Standing	Prolonged standing in enclosed work area and shared space.
Climate	Occasional exposure to cold weather when outside the store gathering carts. Also, exposure to cold drafts when working at the register.
<b>Mental &amp; Psychological Demands:</b>	
Comprehension	Understands and retains directions.
Reading/Writing	Basic reading/writing level.
Speaking	Communicate effectively with co-workers and customers.
Decision Making	Use basic problem-solving techniques.
<b>Certification:</b>	Ability to pass test and receive certification for The Responsible Alcohol Sales and Service Training.
<b>Attention to Task/Detail:</b>	
Critical Thinking Skills	Organize tasks and set priorities.
Multi-Tasking	Perform and /or direct multiple tasks simultaneously.
<b>Interaction with Others:</b>	
Customer Service	Ability to interact with the public in a positive and friendly manner.
Co-workers	Work cooperatively with co-workers.
General	Maintain composure under all circumstances.