



## We have an opening for a part time and full 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.                   |
|-------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| 20.42 hours | 4:05 p.m. – 10:20 p.m. | 2:05 p.m. – 10:00 p.m. | OFF                    | OFF                    | OFF                    | OFF                    | 4:05 p.m. – 10:20 p.m. |
| 38 hours    | OFF                    | OFF                    | 2:05 p.m. – 10:00 p.m. | 2:05 p.m. – 10:00 p.m. | 4:05 p.m. – 10:20 p.m. | 2:05 p.m. – 10:00 p.m. | 11:00 a.m. – 7:00 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:** September 6th, 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.

(Continued)

## 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 keypad.  |
| 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.   |