

**Haddads' West Peoria Market
Job Description**

Job Title: Cashier

Department: Grocery

Reports To: Mark Wrhel, Ann White or Department Manager on duty.

Summary: Receive cash from customers or employees in payment for goods or services by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Wait on customers in a timely manner.

Answer questions regarding food or service.

Compute or recompute bill, itemized lists, and tickets showing amount due.

Make change, cash checks, and issues receipts or tickets to customers.

Record amounts received and prepare reports of transactions.

Read and record totals shown on cash register tape and verify against cash on hand.

Quote price and describe features of items for which money is received.

Give cash refunds or issue credit memorandums to customers for returned merchandise.

Operate cash register by passing price coded items across electronic scanner to record price, compile printed list, and display cost of customer purchase, tax, and rebates on monitor screen.

When slow you are expected to face, starting with the soda and continuing across the store.

Maintain a clean work environment.

You are expected to clean your station before you leave.

You will call for a sacker in a timely manner.

YOU WILL NOT ASK "DO YOU NEED HELP OUT WITH THAT".... you will call a sacker up front and let the customer tell you if they do not need help.

I have read the preceding documents and fully understand what is expected of me. Failure to comply with these duties can be grounds for dismissal from my job; after a period of probation and or oral/written warnings of no more than 5 and no less than 3.

Employee: X _____ Date: _____