



Job Title:	Cashier	Job Category:	Job Category
Department:	Grocery Department	Reports to:	Grocery Manager
Location:	Burnt Cove Market	Travel Required:	No Travel Required
Level/Salary Range:		Position Type:	Full/Part Time Hourly
HR Contact:	Amanda Kilpatrick	Date Posted:	

Job Description

Summary: Processes all customer transactions accurately and efficiently in accordance with established policies and procedures. Provides excellent customer service.

ROLE AND RESPONSIBILITIES

Includes the following. Other duties may be assigned.

- Provides each customer with prompt, efficient, and friendly customer service, including following the IEC dress code to allow customers to easily identify employees. *
- Accurately and efficiently complete all sales transactions and maintain proper cash and media accountabilities at P.O.S. registers. *
- Maintain an awareness of all product information, merchandise promotions, test merchandise and advertisements. *
- Communicate customer requests to management. *
- Assist in floor moves, merchandising, display maintenance and store housekeeping. *
- Adhere to all company policies, procedures and practices, including signing, pricing, and loss prevention. *
- Follows all federal, state, and company regulations and standards for product freshness, food safety, weights and measures, store safety, employee safety, refrigeration, and sanitation. *
- Willingness to work at other IEC locations as needed. *

QUALIFICATIONS AND EDUCATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE REQUIREMENTS

Prior experience preferred, but not required.

MATH ABILITY

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

COMPUTER SKILLS

To perform this job successfully, an individual should have basic computer skills and basic Point of Sales System knowledge.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the associate is frequently exposed to wet and/or humid conditions and moving mechanical parts. The associate may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, and extreme cold. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the associate is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The associate is occasionally required to climb or balance and stoop, kneel, or crouch. The associate must regularly lift and/or move up to 75 pounds, occasionally lift up to 100 pounds.

ADDITIONAL NOTES

Cashier work hours vary by employer, and sometimes require them to work during weekends and holidays.

*Essential Function

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time