



Augusta Cooperative Farm Bureau, Inc.

Job Title:	Cashier/Sales Associate	Job Status:	Part Time
Department/Group:	Staunton Store	Reports To:	Store Manager
FLSA Status:	Non-Exempt	Travel Required:	None
Job Category:	Sales	Positions Supervised:	None
Work Schedule:	Hours vary depending on need; workweek is Monday – Friday 7:30 -6 and Saturday 7:30-5		

Job Summary:

Receive and disburse money in retail store. Individual will use electronic scanners, cash registers, and related equipment. Will process cash, credit or debit card transactions and validate checks. Credit check will be performed on applicant after job offer.

Job Description

TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE QUALIFIED INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.

ESSENTIAL FUNCTIONS

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Greet customers entering establishments.
- Answer customers' questions, and provide information on procedures or policies.
- Process merchandise returns and exchanges.
- Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors, emptying trash cans, and maintaining restrooms.
- Stock shelves, and mark prices on shelves and items.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Assist with duties in other areas of the store, such as monitoring fitting rooms or bagging and carrying out customers' items.
- Post charges against guests' or patients' accounts.
- Pay company bills by cash, vouchers, or checks.
- Must adhere to all safety rules and regulations
- Pull merchandise to fill transfer orders.
- Other duties as assigned.

PREFERRED SKILLS

- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Sales Ability - Ability to use appropriate interpersonal styles and communication methods to gain acceptance of a product, service, or idea.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Reliability - The trait of being dependable and trustworthy.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Accuracy - Ability to perform work accurately and thoroughly.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.

- Accountability - Ability to accept responsibility and account for his/her actions.
- Friendly - Ability to exhibit a cheerful demeanor toward others.

PREFERRED EDUCATION AND OTHER SKILLS

- Must be able to speak, read, write and comprehend English

ADDITIONAL NOTES

This job description reflects management’s assignment of essential and central functions of this job; It does not restrict management’s rights to assign or reassign duties and responsibilities to this job at any time; Changes to this job description should be expected to meet the changing needs of the business and its customers.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Employee Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated/Reviewed:	08/22/2019		