



# JOB DESCRIPTION: CASHIER (FULL OR PART-TIME)

**JOB DUTIES:** This is an hourly, non-exempt position involving register transactions, customer service duties, and product merchandising. This position also involves sales responsibilities and a focus on loss prevention.

## I. DUTIES AND RESPONSIBILITIES

Operates POS register by performing transactions resulting in computation of bills and itemized lists showing amount due; makes change, and issues receipts or tickets to customers. Reads and records totals shown on cash register tape and verifies against cash on hand; quotes price and describes features of items for which money is received.

Continuously answers telephones and directs calls to appropriate personnel or departments. Continuously observes customer traffic and directs help where needed via the public address system. Continuously observes customer traffic for any suspicious activity, unattended customers, and loss prevention. Uses public address system to summon management for management approval transactions, including exchanges/returns and employee purchases. Responsible for greeting every customer as they enter the store and directing them to the appropriate departments or personnel as needed. Provides customer sales and support as necessary throughout the store. When not performing duties at register, receives, checks in, and stocks weekly merchandise orders.

Assists with the regular set-up of the current advertisement throughout the store.

Generally responsible for receiving, promoting, and maintaining soft goods and selected hard goods throughout the store. Must become familiar with game licensing requirements, including state specific regulations.

With management approval, gives cash refunds or issues credit memorandums to customers for returned merchandise; completes, by hand, a variety of documents directly relating to customer transactions (i.e., employee purchases, licenses etc.).

Must, by self-initiation, provide friendly and attentive customer service throughout the store. Must maintain professional atmosphere and communicate effectively with other co-workers, management, vendors, and clientele.

Other duties as assigned.

## II. SCHEDULE REQUIREMENTS

- The position and duties reflect those of an hourly paid employee and thus, the employee is compensated as an hourly, non-exempt employee.
- Regular and dependable attendance to meet a full-time or part-time schedule is required.
- Schedule changes regularly to best suit the store's operational needs.
- Part time hours will vary depending on a variety of factors.
- May be cross-trained for other roles based on Company business needs.

**QUALIFICATIONS AND 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 will be made to enable individuals with disabilities to perform the essential job functions. A qualified employee or applicant may not have any firearms and/or ammunition prohibition of any kind.

## I. EDUCATION / EXPERIENCE

One to two years related experience and/or training; or equivalent combination of education and experience.

## II. LANGUAGE SKILLS

Ability to understand and incorporate management or corporate communications and policies such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence; speaking and understanding English to effectively communicate with customers, coworkers, or supervisors who only speak English and utilize public address system; to comprehend and apply general business periodicals, professional journals, technical procedures, or governmental regulations; to write reports and business correspondence; and to effectively present information and respond to questions from groups of managers, customers, the general public and other employees.

## III. MATHEMATICAL SKILLS

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

## IV. REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; and communicate effectively with others.

## VI. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works near moving mechanical parts.

The employee is regularly required to walk throughout the store; reach with hands and arms; climb or balance; sit, stoop, kneel, or crouch.

The noise level in the work environment is usually moderate.

The employee must frequently lift and/or move up to 10 pounds, regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

*\* This job description is not intended to provide an exhaustive nor comprehensive list of every activity, duty, or responsibility of a Cashier; rather it is designed to provide an overview of the most frequently performed functions. The applicant or employee should be aware that other duties may be assigned and if so, the employee is required to complete them.*