



Title: Retail Cashier/ Store Clerk
Dept: Employee Store

Reports to: Store manager
FLSA: Non-exempt or Exempt

JOB DESCRIPTION

Position Summary: Retail Cashier/ Store Clerks are responsible to make sure the store is well- stocked for customers. They assist in receiving, storing, stocking, rotating product and running the point of sale system. They create and build product displays, ensure proper fronting of products, and handle damaged product. Store Clerk's must be familiar with products and their locations to assist customers. Clerks must be able to help keep the store clean. They greet and engage customers during the checkout process.

Essential Functions

- Exceptional interpersonal skills
- Receiving and stocking of incoming inventory
- Running the Point of sale system and counting of inventory.
- Must be able to frequently lift 35 pounds and occasionally lift up to 50 pounds.
- Receive money for purchases and calculate change if any.
- Assist in other areas of the store or food pantry, to help build weekly backpacks

Secondary Functions

- Building displays
- Pricing
- Basic janitorial duties (sweeping, dusting, etc)

Knowledge, skills and abilities:

Must be able to frequently lift 35 pounds and occasionally lift up to 50 pounds.
Proficient in computer programs including Microsoft Office (Word, Excel, Access)
Ability to read and comprehend simple instructions
Ability to write simple correspondence
Ability to effectively present information in one-on-one and small group's situation to customers, vendors and other associates.
Proficiency in both English and Spanish preferred (oral and written)

Minimum qualifications:

High School Diploma or Equivalent
0 to 2+ Years' Experience

Working conditions:

Regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms. Will occasionally be required to climb or balance and stoop, kneel, or crouch.