# Cashier job description template

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| --- | --- |
| **Location** | Insert here |
| **Job type** | Permanent full time/permanent part time/casual/temp |
| **Salary** | Insert here |
| **Contact** | Insert here |

## About the company

## [Provide potential candidates a brief overview of your company. Employees are much more likely to engage and connect with a business that can explain their ethos and mission. You can provide links to videos, or your company website, details of benefits and information about why a candidate would like to work for you.]

## About the role

Our company is seeking a reliable and efficient cashier to provide an exceptional experience for our customers and act as the face of our brand. The successful applicant will play a crucial role in maintaining customer satisfaction levels, and achieving sales targets.

Key responsibilities include (but are not limited to):

* Greet each customer in a friendly and polite manner.
* Process cash and EFTPOS transactions using cash registers and POS system, involving scanning items and collecting payment.
* Provide refunds or exchanges when legally required to do so.
* Handle customer complaints, feedback and queries in a polite and appropriate manner.
* Be well-informed on all products stocked in store, as well as the latest sales and offers.
* Answer customer queries and recommend products to suit their needs.
* Cross-sell products to customers, and introduce newly released products.
* Ensure the point of sale area and shop floor are always clean and tidy.
* Package purchases neatly.
* Open and close the register, counting the float and banking the profits.
* Ensure racks are fully stocked at all times.
* Provide customer feedback to the Store Manager.
* Foster a positive and supportive culture.

## Skills and experience

* Previous experience working as a cashier or salesperson.
* A passion for excellent customer service.
* A high level of attention to detail and excellent time management skills.
* Working knowledge of POS systems including cash registers, PCs and scanners.
* Basic mathematical skills for till counting.
* Strong communication skills and a can-do attitude.

## Remuneration

Insert here

## How to apply

To apply please send your CV and cover letter to [insert email address here].