

# CASHIER/GROCERY Job Description

## ***Silver City Food Co-op's Mission***

*The mission of the Silver City Food Co-op is to cultivate personal, community and environmental health by sustaining a cooperatively owned market.*

## ***Our Expectation***

*We expect employees to treat customers, potential customers, board members and fellow employees fairly, consistently, and with respect. As representatives of the Co-op, we expect employees to act in a manner that reflects positively on the Co-op, its members, its board and its staff.*

## **Purpose of Position**

To cashier proficiently and accurately, using correct PLU numbers and scanning procedures, giving correct change and following set policies for credit cards, debit cards, checks and EBT transactions. Ensure the highest level of service for all Silver City Food Co-op customers, potential customers and employees.

## **Status of Position**

€Part Time

## **Responsibilities**

- €Provide excellent, welcoming customer service to everyone utilizing the Co-op
- €Tour Produce department to be familiar with current produce in stock
- €Provide information regarding scanning problems or price discrepancies to proper personnel
- €Maintain front-end area in a clean, organized, and orderly condition
- €Assist in cleaning the store at the end of the day
- €Reconcile drawer at end of the night €Uses proper lifting techniques and asks for assistance when product is too heavy to lift
- €Follow all safety protocols
- €Maintains attractive, faced, clean, rotated, and fully stocked shelves in all areas of the store
- €Learns product locations in order to help customers find products in any department
- €Organizes warehouse shelves and pallets for efficient stocking and receiving
- €Perform other duties as assigned or requested to do

## **Other Responsibilities**

- €Be familiar with the Personnel Policies and updates
- €Able to work Saturdays, Sundays, and holiday weeks

## **Qualifications**

- €Positive, Friendly, Outgoing, Team Oriented attitude
- €Excellent attendance record
- €Command of spoken and written English and Math
- €Calmness and accuracy under pressure
- €Attention to detail
- €Money handling competency
- €Ability to work efficiently and handle multiple demands and to prioritize tasks
- €Ability to be flexible and to adapt to changing conditions quickly
- €Good communication and listening skills
- €Able to stand for long periods of time
- €Ability to lift 50# during shift

