

**ONEOTA COMMUNITY CO-OP  
CASHIER II  
JOB DESCRIPTION**

<b>Job Title:</b> Cashier II, Full-Time	<b>Current as of:</b> 7/15/2011
<b>Pay Grade:</b> Level II	<b>FLSA Classification:</b> Non-Exempt
<b>Supervisor:</b> Front-End Manager	<b>Incumbent:</b>

**Job Summary:** The Cashier II position is responsible for accurately processing sales through the Point-of-Sale system for all customers and members of the Co-op. In general, the Cashier II position has more responsibility related to opening and closing the store. Cashiers are typically the first employees and last employees that customers interact with during their store experience and excellent customer service is a must. Most importantly, you will ensure a positive Co-op image by providing courteous, friendly, and efficient customer service to customers and team members by using the (S)mile (E)ngage (T)hank you approach.

**POSITION DESCRIPTION**

**Duties and Responsibilities:**

(In order of importance, but not limited to these duties.)

	<u>Percentage of time</u>
<b>1. Cashier</b>	
a.) Provide excellent internal and external customer service	Continual
b.) Process purchases promptly and courteously	Continual
c.) Accurately record sales using PLUs	Continual
d.) Share Co-op Ownership information with customers	Continual
e.) Approves decisions in absence of other department managers or leads	10%
f.) Process the sale of Co-op shares for new members	10%
g.) Perform opening and/or closing cash duties	20%
h.) Face product for Grocery staff	10%
i.) Perform daily cleaning/maintenance tasks	30%
j.) Clean café seating area	20%
<b>2. Other Duties</b>	
a.) Perform other tasks assigned by Front End Manager and/or General Manager.	

**Qualifications:**

**Education:**

- High School diploma with one year cashier experience

**Experience:**

- Minimal: High School diploma with 1-2 years experience as a cashier in a retail environment
- Preferred: High School diploma with two or more years of cashier and customer service experience and two or more years of natural foods grocery experience

**Skills & Abilities:**

- Excellent customer service skills and training
- Knowledge of natural foods

- Willingness to work some weekends and evening hours
- Basic computer skills and knowledge (MS Excel, MS Word, Gmail, POS system knowledge)
- Good communication skills
- Ability to memorize multiple numerical codes

**Physical Demands/Working Conditions:**

- Need to be on feet the majority of the work day.
- Repetitive motion involved.
- Ability to lift up to 50 lbs.
- Ability to use hands for keyboard
- Ability to bend, squat, reach on an occasional basis.

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*(The job description does not constitute a written or implied contract of employment. Oneota Community Food Co-op reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required.)*

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**Job Description Approved By:**

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General Manager

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Date

**Job Description Received By:**

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Employee's Signature

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Date