

**Cashier Job Description**

**Job Brief**

Cashiers must be outgoing, friendly, and helpful individuals who want to create an outstanding customer experience. The cashier should be responsible, attentive to customer needs, and be committed to providing customers with fast and friendly service while ensuring accuracy at the sales counter.

**Responsibilities**

* Provides a positive customer experience with efficient, friendly, and courteous service
* Manage transactions with customers using Point of Sale
* Collect payments whether in cash or credit
* Have knowledge of food menus, baked goods and coffee beans to effectively communicate with customers
* Have knowledge of common food allergies and dietary needs (ie- celiac, vegan, etc)
* Bags purchases if needed, ensuring items are packed to preserve quality
* Issue receipts, refunds, change or tickets
* Redeem stamps and coupons
* Resolve customer complaints, guide them and provide relevant information
* Greet customers when entering or leaving the store
* Maintain clean and tidy checkout areas
* Handle merchandise returns and exchanges
* Cleaning and side duties are required as outlined by daily task sheets
* Balances cash drawer by counting cash at beginning and end of work shift
* Other duties as assigned.

**Requirements**

* Flexible to work various shifts (day/evening/weekends/holidays)
* Knowledge of sanitation regulations
* Excellent communication skills, with both customers and coworkers
* WHIMIS Certificate
* Smart Serve Certificate (19+)
* Food Safety Certificate is an asset
* First Aid Certificate is an asset

**Compensation**

* $14-15/hr depending on experience
* 50% off food while working
* 25% off most food, drinks and merchandise when not working
* 25% discount at Cows Ice Cream, Boom Burger, Anne’s Chocolates and Moo Moo Grilled Cheesery
* Tip share

I have read the above job description and understand the requirements of my position. I agree to arrive to work, ready to work, with a positive attitude. I will adhere to all health and safety, as well as cleaning and sanitization polices as outlined in the OHS and Sanitization binders.

I understand that the importance of my position in Receiver Coffee Company and will always strive to uphold the company mission of having a positive impact everyday through a commitment to excellence in products, services, and café environments.

By signing this document, I agree to the responsibilities and duties outlined therein.

