



# Cashier

## Save a Lot - Keshena

<b>Second Posting – Open to the public.</b>		
<b>Closing Date: December 10, 2021</b>	<b>Minimum Pay Rate: \$11.00</b>	
<b>Grade: 1 – Nonexempt</b>	<b>Status: Part-time</b>	<b>Created: 07/17/2019</b>

### General Overview of Job:

Under the general supervision of the Store Supervisor and Store Manager, the purpose of this position is to assist customers during the checkout process and perform any other store related functions. The cashier will be responsible for maintaining an organized and clean work environment, which includes stocking or rotating when times allow.

### Essential Functions:

- Greet and welcome customers.
- Operate a cash register efficiently and perform checkout procedures that include cash, debit/credit cards, EBT, WIC, gift cards, coupons and or checks.
- Follow all cash handling and check cashing policies.
- Count tills before and after shift to ensure currency accuracy.
- Follow and comply with all health and sanitation procedures and work safety practices.
- Assist customers as needed.
- Maintain proper rotation for dated and undated items.
- Assist in the stocking and rotating shelf items.
- Complete cleaning duties as assigned.
- Perform other duties as assigned.

### Minimum Qualifications:

One (1) year experience in grocery or retail environment.



## **Special Requirements:**

Candidate selected for hire must pass a drug test and employment will be contingent based on the results of said test.

Must be available to work nights, weekends, and holidays.

## **Performance Aptitudes:**

**Data Utilization:** Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize, and/or reference data, statues, and or/guidelines and/or group. Rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others, such as co-workers and/or the public, on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery, tools and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

**Situational Reasoning:** Requires applying judgement, decisiveness, and creativity in dealing with situations involving the evaluation of information against sensory or judgmental criteria.

## **Behavior Expectations:**

Must be able to work in a properly collegial relationship with co-workers. Must be able to interact with other departments in a spirit of compromise. Must be able to take on additional responsibilities in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness, and respect and be mutually supportive with co-workers. Must be able to maintain strict confidentiality.



\* Applications can be obtained by emailing [HR@wolfriverdev.com](mailto:HR@wolfriverdev.com) or by calling WRDC Administrative Offices at (715)-230-3728 \*