

# Green Valley Grocery

## Job Description

**Position:** Store Clerk / Cashier

### Basic Function:

A Store Clerk / Cashier is responsible for providing customer service as per Company standard and policy, generating increased sales, maintaining the appearance of company facilities, cash register operations and loss prevention in adherence to all Company Policy/Store standards.

### Essential Duties and Responsibilities:

- Record each sale accurately, promptly and in accordance with Company policy and standards.
- Accept payment and make change for merchandise and services. Wrap or bag merchandise for customers.
- Perform all duties necessary to maintain a clean and attractive store; both inside and out, in accordance with Company policy and standards and as assigned by Company Management.
- Maintain an awareness of all product knowledge information, merchandise promotions, test merchandise and advertisements.
- Answer customer's questions concerning location, price, and use of merchandise or services.
- Learn and utilize Company selling guidelines to increase sales and customer satisfaction.
- Stock shelves, counters, coolers or tables with merchandise and in accordance with Company policy and procedure.
- Set up advertising or promotional displays or arrange merchandise to promote sales.
- Accurately receive merchandise from vendors in accordance with Company policy and procedure.
- Learn and comply with all Company policies and procedures, as well as, Federal, State and municipal laws.
- Maintain amicable work relationships with fellow employees.
- Undertake and support any policy, change, system or procedure the Company implements regarding the basic function of the position
- Perform essential duties and responsibilities in an environment that will sometimes include increased levels or work related stress.
- Any other duties as assigned by Management.

### Essential Physical Requirements:

- Must be able to lift 50 pounds, 4 feet high; and 20 pounds, 5 feet high, without the aid of another person.
- Must be able to sit/stand up for up to a full 8 hour shift, in the performance of the position
- Must be able to work around various fumes, odors, chemical agents and solvents.
- Must be able to work in various temperatures and environmental conditions.
- Must be able to maintain balance and climb up to 5 feet on a ladder.
- Must be able to work with minimum amount of supervision under stressful conditions.
- Must be able to work varied hours/days as business dictates.
- Must have the ability to read, count and write to accurately complete all documentation.
- Must have the ability to communicate with associates and customers in the English language.
- Must be able to freely access all areas of store facilities inside and out including sales floor, stocking area, storage area, walk-in coolers and freezers, register area, fuel islands, landscaping and car wash facilities.
- Must be able operate and use all equipment necessary in the basic function of the position.

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My signature on the following line indicates my ability to, acceptance of, and commitment to perform this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name