

**Saver Group, Inc.**  
**Job Description – CASHIER**

**Reports to: Store Manager**

**Hourly Position**

**Note:** This document describes the major responsibilities of the Saver Group, Inc. Cashier. Management reserves the right to assign other duties as required to insure efficient store operations.

**General Qualifications:**

- Customer service orientation and willingness to deal with people daily.
- Ability to count money and make accurate change.
- Ability to work assigned shifts and arrive to work on time.
- Ability to keep smiling when customers complain.
- Ability to motivate oneself to get the job done even when fatigued.
- Flexibility in schedules – We are a seven day a week operation with weekend and evening hours.

**Essential Functions/Job Responsibilities:**

- Customer Service – Acknowledge the customer with a smiling face and remember that the customer always comes first. Develop an overall awareness of where products are so that you can assist customers who are looking for products. Always make our customers know that they are important and special to us. Handle all customer questions and concerns.
- Cash Register Responsibilities:
  - ✓ Insure that your register has an adequate supply of register paper.
  - ✓ Run the register quickly and accurately; enable the customer to complete his/her business as quickly as possible.
  - ✓ Insure that you are ready when your customers want to check out.
  - ✓ Comply with **company check cashing policy** for every transaction:
    1. A phone number is required on all checks.
    2. Ask the customer if the address is correct.
    3. Ask for and inspect the customer's driver's license or other forms of identification with a picture id and birthdate.
    4. Enter the check into the correct check code.
    5. Cashiers are authorized to accept local personal checks not to exceed \$25 over the purchase amount. Out of town checks requires management approval. Payroll, Social Security, and government checks should be referred to a manager. We do not cash refund checks.
    6. Inspect large bills (\$50's, 100's) with the special marker.

**NOTE:** *Stores with Check Services must have Phone Number, Social or License Number, Address, Approval code and not exceed limit amount. No exceptions!*

Cashier,  
Revised, November, 2006

- ✓ Be aware of the potential for theft of both products and money; be aware of the “quick change artist” who may come through the check out lane. Cashier’s responsibility is to make the manager aware and not confront the suspected thief. When in doubt, always call the manager.
- Stocking Responsibilities:
  - ✓ Basket Bins – Insure that all bins are full throughout the day. Rotate product; you may overfill.
  - ✓ Stock – Keep bread, candy, and sweet cakes in a neat, clean, and saleable condition.
  - ✓ Sacks – Restock your work area with sacks and register paper daily before the end of your shift.
  - ✓ Insure that all products are tagged and priced correctly.
  - ✓ Pull Boxes – Walk all aisles during slow times and pull off empty boxes. Be sure to “face” these areas.
  - ✓ Carts – Keep carts out of the parking lot and insure that the store is always full of carts. At closing, collect and secure all carts.
  - ✓ Stock produce as needed.
  - ✓ Check cart bottoms to insure that all products are removed for checkout.
  - ✓ Remember:
    - Cashiers never check out themselves or family members. No exceptions!
    - Cashiers must know the WIC Guidelines.
    - Cashiers must know Check Cashing Guidelines.
    - Cashiers must know Food Stamp Guidelines.
    - Cashiers must know tobacco laws (checking i.d.’s) in stores where we sell tobacco.
    - Always be alert to quick-change artists.
    - Cashiers should never remove till and/or log out until approved by the manager. If we are busy, you may need to work past your assigned checkout time.
    - Cashiers should not talk to each other across checkout lanes while customers are being served.
- Cleaning Responsibilities:
  - ✓ Clean as you go throughout the shift; keep the store neat and clean.
  - ✓ Doors – Insure that the glass is always sparkling and clean.
  - ✓ Rugs and Entrance – Sweep and clean these areas throughout the day. Sweep and mop the register area at closing time.
  - ✓ Restrooms – Female cashiers will clean the ladies restrooms; male cashiers or stockers will clean the men’s room.
  - ✓ Clean all refrigerated cases including dairy cases and ice cream coolers; clean throughout the day as you work in your area.
  - ✓ Empty ashtrays throughout the day.
  - ✓ Trash – Empty trash in register stalls and work areas, the countdown room and the office.
  - ✓ Fill drink machines where required.

Cashier,  
Revised, November, 2006

- ✓ Sweep outside area in front of entrance and exit doors.

**Environmental Conditions/Physical Requirements**

- Lengthy periods of standing required.
- Leaning and reaching over check out lanes to process merchandise.
- Cashiers must balance cash drawer at the end of each shift.
- Cashiers are expected to stay busy even if customers are not checking out through their lane.
- Must be able to lift at least 25 lb. bags (dog food, cat litter, etc.)
- Exposure to outside weather conditions required (Gathering carts, filling drink machines, sweeping.)

**Acknowledgement:**

I have read and understand the description of the Cashier position in Saver Group, Inc. I understand that the essential functions/responsibilities must be performed on a regular basis unless otherwise stated by the Store Manager or Assistant Manager. Management may also assign other duties as needed for efficient store operations. I am able and agree to perform the essential functions/responsibilities as outlined in the description.

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Signature, Applicant/Employee \_\_\_\_\_ Date \_\_\_\_\_

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Witness, Saver Group, Inc. \_\_\_\_\_

**Acknowledgement of Confidentiality Provision:**

I understand that Saver Group, Inc. has agreed to protect the confidentiality of all confidential, proprietary or trade secret information concerning the Save-A-Lot Program. As an employee of Saver Group, I agree not to disclose any confidential, proprietary information or trade secret information with respect to the Save-A-Lot program to any third party. Confidential information may include, without limitation, procedures, operations and data used in the Program, know how, practices, methods of promotion, advertising and production, pricing and product information, forms, layout/design information, manuals, computer software and other technical information.

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Signature, Applicant/Employee \_\_\_\_\_ Date \_\_\_\_\_

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Witness, Saver Group, Inc. \_\_\_\_\_