



Picayune Rancheria
Of the
CHUKCHANSI INDIANS
49260 Chapel Hill, PO Box 2226 * Oakhurst, CA 93644 * (559) 412-5590

POSITION DESCRIPTION –STORE CASHIER

Reports To: Store Manager

Department: Administration

Status: Non-Exempt

Salary Range: DOE

Summary & Scope of Position:

Cashiers take payments from customers in exchange of goods or services while providing them with exemplary customer service. Greet customers as they arrive, provide them with information regarding products and direct them to the right service. Scan merchandise and accept cash and credit card payments.

Cashiers are responsible for managing their cash drawer and cigarette inventory. They must count in and count out their cash drawer, make periodic safe drops, print till report, and balance cash every shift.

Cashiers are a customer service representative and are expected to provide customers with a positive shopping experience as well handle difficult customers.

Primary Responsibilities:

1. Greet customers as they arrive in the store and provide them with information regarding products and services.
2. Enter or scan transactions in the cash register and provide customers with the total bill
3. Process cash, credit/debit card, and check payments
4. Safely bag, box and wrap purchased items
5. Issue receipts and change to customers
6. Ensure proper management of daily cash
7. Open and close own individual tills
8. Count and reconcile drawer cash at the beginning and ending of each shift

9. Prepare and drop cash into safe when limits are reached
10. Assist staff in stocking shelves, rotating merchandise and marking prices
11. Ensure cleanliness and maintenance of checkout areas
12. Address customers concerns proactively
13. Train other staff members to work as cashier
14. Ensure that a register is staffed always when customers are present
15. Practice suggestive skills by soliciting customers to buy additional items
16. Trained in dispensing propane
17. Perform other duties assigned by management

Requirements and Qualifications:

1. High School Diploma or GED and several years of retail experience.
2. Complete Drug Screening.

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

(Approval Signature)

(Date)

(Employee Signature)

(Date)