



JOB POSITION DESCRIPTION

Job Title:	CASHIER	Job Category:	Hourly
Position Type:	Part Time / Seasonal FT	Travel Required:	No
Level/Salary Range:	15.00 – 18.00 / hr DOE	Reports to:	Frontline Manager
Schedule/Hours:	Varies	Manages People:	No
Revised:	FEB 2021		

Job Description			
PURPOSE			
Provide excellent customer service while sustaining PAN’s core focus of a clean, organized and top quality nursery			
ROLE AND RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Welcomes customers and offers assistance • Redirects customer service issues to appropriate staff members • Accurately executes customer transactions via POS system • Processes returns according to policy • Fully utilizes available resources to answer customer questions and suggest supplemental product • Maintains a clean and orderly check out area (cleans/organizes when time allows) • Provides back-up phone assistance • Advises Manager of potential areas of improvement • During peak times, provides assistance with customer load outs 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> • High School diploma • 6 months sales, cashier, retail or related experience preferred 			
PREFERRED SKILLS			
<ul style="list-style-type: none"> • Excellent communication and listening skills. Able to effectively convey information to customers • Excellent customer service skills including the ability to provide patient, thorough and informative assistance, while maintaining friendly and efficient check-out service • Knowledge and passion for plants and/or gardening • Self-motivated and results driven • High attention to detail, cleanliness, and organization • Able to accurately count and handle money • Strong computer knowledge or POS system experience • Able to perform simple mental math and capable of using calculators 			