



JOB DESCRIPTION

Job Title:	CASHIER	Job Category:	Hourly
Position Type:	Seasonal	Travel Required:	No
Level/Salary Range:	\$17.00-\$20.00 / hr DOE	Reports to:	General Manager
Schedule/Hours:	24-40 hrs/week	Manages People:	No
Revised:	JAN 2023		

Job Description

PURPOSE

Provide excellent customer service while sustaining PAN's core focus of a clean, organized and top-quality nursery

ROLE AND RESPONSIBILITIES:

- 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

MINIMUM REQUIREMENTS

- Physically fit (Lift 50 lbs., stand, stoop, bend, pull heavy hoses, and other physical demands without accommodations)
- 6 months sales, cashier, retail or related experience

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- 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
- 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

PREFERRED SKILLS

- Knowledge and passion for plants and/or gardening
- Self-motivated and results driven
- High attention to detail, cleanliness, and organization