



JOB DESCRIPTION

Job Title:	CASHIER	Job Category:	Hourly
Position Type:	Seasonal (Apr – Jun)	Travel Required:	No
Level/Salary Range:	\$18.00-\$20.00 / hr DOE	Reports to:	General Manager
Schedule/Hours:	24-40 hrs/week	Manages People:	No
Revised:	JAN 2024		

Job Description
<p>PURPOSE</p> <p>Provide excellent customer service while sustaining PAN’s core focus of a clean, organized and top-quality nursery</p> <p>ROLE AND RESPONSIBILITIES:</p> <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 • During peak times, provides assistance with customer load outs <p>MINIMUM REQUIREMENTS</p> <ul style="list-style-type: none"> • 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 <p>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES</p> <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 • Able to accurately count and handle money • Moderate computer knowledge and/or POS system experience • Able to perform simple mental math and capable of using calculators <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Knowledge and passion for plants and/or gardening • Self-motivated and results driven • High attention to detail, cleanliness, and organization