



## Cashier (Gift / Curio / Gallery)

### Description

A Cashier's primary role is to assist customers in the in-store check-out process. Main duties include ringing up sales, bagging items, requesting price checks, honoring coupons, collecting payment and giving appropriate change. Responsible for counting the contents of cash register drawer at the end of each shift, maintaining receipts, records and withdrawals. May be responsible for checking materials and supplies and reporting when stock is low.

### Responsibilities

1. Receive payment by cash, credit cards, vouchers, or automatic debits.
2. Issue receipts, refunds, credits, or change due to customers.
3. Bag items carefully, wrap delicate items to ensure no breakage
4. Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
5. Greet customers entering establishments.
6. Maintain clean and orderly checkout areas.
7. Establish or identify prices of merchandise.
8. Resolve customer complaints.
9. Answer customers' questions as needed
10. Items as needed, and mark prices on items.
11. Performs miscellaneous job-related duties as assigned.

### Qualifications

#### Minimum Job Requirements

- May require a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area.
- Has knowledge of commonly-used concepts, practices and procedures within a particular field.
- Cashiers in the coffee shop must obtain Navajo Nation Food Handler's permit.
- CPR/1stAide Certification

#### Knowledge, Skills and Abilities Required

- Basic Math
- Interpersonal Communication/Written and Verbal Communication
- Time Management
- Product Knowledge
- Customer Service
- Dispute resolution
- Dependability, Efficiency, Flexibility, Friendliness, Attention to Detail, Positive Attitude, Punctuality

#### Working Conditions and Physical Effort

- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day.
- No or very limited exposure to physical risk.

### Employment Type

Cashier

### Duration of employment

Full Time / Part Time

### Job Location

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### Working Hours

5 – 10 Hours a day depending on the season

- Work is normally performed in a typical interior work environment.