

Cashier Job Description

Duties and Responsibilities:

- Receive payment by check, credit cards, cash, vouchers, or automatic debits
- Issue refunds, credits, receipts, or change due to customers
- Greet customers entering store or shops
- Maintain orderly and clean checkout areas
- Tabulate bills using calculators
- Establish prices of goods
- Redeem coupons and issue trading stamps
- Resolve customer complaints
- Answer customers' questions
- Provide information on policies or procedures
- Cash checks for customers
- Weigh items sold by weight so as to determine prices
- Calculate payments received during sales and reconcile this with total sales
- Compute totals of transactions
- Sell goods and tickets to customers
- Keep periodic numbers of transactions and balance sheets of amounts
- Box, wrap, bag or gift-wrap merchandise
- Prepare packages for shipment
- Stock shelves, mark prices on the shelves, and label items
- Compile non-monetary records and reports
- Monitor checkout stations
- Make sure checkout stations are staffed appropriately
- Post charges against customer's accounts
- Help customers carry out their goods at the completion of transactions when necessary.

Cashier Requirements – Skills, Knowledge, and Abilities

- Must be able to offer friendly customer service

- Must have In-depth knowledge of maintaining cash drawer and operating cash register
- Must be well versed in handling monetary transactions
- Must be able to maintain a neat, clean, as well as safe and secured work area
- Must be knowledgeable about travelers checks, food stamps, gift cards, checks, cash; and be able to process coupon and refunds
- Must be able to balance transactions through assigned registers, including checks, receipts, registers, currency and credit cards
- Must have a proven record of effectively processing of sales and return transactions
- Must be dedicated and meticulous
- Must be fluent in English
- Skilled in MS-Word, MS- Excel, and MS-Outlook
- Must be able to perform light housekeeping tasks and answer telephone
- To be hired for this job, some employers may require that you take a test such as personality test, aptitude tests, or Microsoft office assessment tests. See how to come tops in these tests: [Job Assessment Test](#).