

Convenience Store Cashier Job Description

- Receive payments for product sold- whether by cash, check, vouchers, credit cards, or automatic debits
- Issue receipts to customers for products bought; make necessary refunds, credits, or change to customers
- Provide assistance to customers by making available information on products, and their benefits
- Resolve customer complaints
- Maintaining interpersonal relationships with the public, especially customers
- Pay bills of the company by whatever means available – cash, check, vouchers, and so on
- Ensure safe keeping of periodic balance sheets of numbers of transactions and respective amounts
- Keep records of transaction totals
- Develop and maintain non-monetary records and reports
- Ascertain the amount of cash in cash drawer at the start of every shift
- Assist customers by providing information and resolving their complaints
- Greet customers as they enter the store premises and also as they step out.
- Ensure that the checkout area is clean and in order at all times
- Tabulate bills according to prices of products or services of the organization
- Stock shelves in the store and include price tags on each item on the shelves
- Assist customers/clients in moving out their items purchased at completion of transactions
- Supervise other staff and provide on-the-job training when asked to
- Compute every transaction

- Calculate payments in total received during a specific period of time and compare with total product sales.