

Customer Service Cashier Job Description

- Greeting customers and checking their identification and other necessary documents
- Helping customers to solve their questions or issues in the process of payment
- Maintaining good relationship with other departments within the company
- Keeping record of daily transactions' data and sending reports to the supervisor on a timely basis
- Cooperating with colleagues to resolve any problems during work, such as machine faults, programming errors, etc.
- Providing assistance to any employee who asks for help
- Checking the products and specifying the amount for each type of transaction
- Processing payment, such as counting and sorting cash and distributing change
- Assisting in organizing stock by taking goods to break room or storeroom for storage when necessary
- Keeping aware of any unusual situations or items during the day
- Ensuring that all work areas are neat and tidy at all times.