

Dollar General Cashier Job Description

- Answer phones and take messages
- Help customers to locate the items they need in the store
- Assist customers with finding items that they want to purchase
- Offer customers help when needed
- Check stock levels and ensure that shelves are stocked correctly
- Use a computer terminal to input data into the system
- Take payments from customers
- Handle money and keep it safe
- Count money and prepare change
- Keep a clean work area
- Follow all company policies and procedures
- Maintain a positive and friendly attitude toward co-workers and customers
- Ensure all safety guidelines and rules are maintained
- Attend to customers with respect and be helpful to them.