

# Home Depot Head Cashier Job Description

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- Assists customers with shopping and offers solutions about products
- Enforces shopping policies and procedures on children; prevents theft of merchandise and reports shoplifters
- Supervises and manages all cashiers and other employees
- Keeps track of all cash drawer transactions
- Assists in security tasks such as keeping the store clean and reporting any damages to the manager
- Ensures that shelves, racks, displays are stocked
- Maintains good relationships with customers
- Reports any damages in areas such as window displays or ceilings
- Keeps store clean and tidy by sweeping floors and empties trash cans
- Maintains an orderly work space
- Assists in the receiving, unpacking and stocking of new product deliveries
- Orders new supplies when necessary
- Assists cashiers in the unloading and moving of all merchandise to insure proper flow throughout the store
- Prepares paperwork such as cash reports, credit card slips, refund forms and other management documentation
- Performs security functions such as monitoring disabled parking spaces and enforcing policies about loitering in department areas
- Assists with promotional events, loading and unloading trucks, etc.
- Removes trash from store when necessary
- Performs other duties as assigned.