

Target Guest Services Attendant Job Description

- Greets customers cheerfully with a smile and making them feel a warm welcome
- Assists customers find items in stores
- Helps customers who need assistance finding merchandise or directions to the right area of the store
- Provides information to customers regarding products and services available at the store
- Ensures that guests are provided with courteous and prompt service
- Provides customer service for guests who have questions or issues concerning purchases
- Maintains cleanliness of the store by cleaning floors, walls, restrooms, etc.
- May be required to assist customers with special needs such as wheelchairs, strollers, hearing aids, etc.
- Conducts self-service checkout procedures when possible
- Keeps cash registers stocked with money and supplies
- Removes trash from the floor
- Ensures that all areas of the store are kept neat and orderly
- Keeps shelves well stocked with merchandise
- Hands out promotional materials and coupons
- Receives and tracks merchandise returns
- Handles lost property
- Sets up displays
- Ensures merchandise is priced correctly
- Prepares shopping carts for return to registers
- Answers customer questions about merchandise or policies
- Performs other duties as assigned.