

# Walmart Customer Host Job Description

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- Return carts to designated area
- Clean up spills and things that are on the floor in the store
- Lead customers to merchandise by asking questions about their needs
- Maintain a clean, safe, and organized store by following all procedures and policies
- Use the register for customer purchases or give change when needed
- Complete paperwork as required (hourly packet)
- Maintain a clean checkout area by keeping bags and merchandise stocked
- Make sure the shelves are stocked and merchandise is organized
- Ask customers if they need help finding a product or would like to try something on
- Search in backroom to keep merchandise up to date in stock. Be mindful of any expiration dates or recalls
- Know the proper procedures of each department when it comes to returns
- Maintain a neat appearance, using acceptable methods and keeping area neat at all times
- Follow the Billback guidelines and make sure there's no pressure to purchase any products
- Make sure you greet every customer that enters your department with a smile and friendly hello
- Be aware of all discount policies and procedures
- Complete requested reports from Department Leads as asked
- Know the proper procedures of each employee handbook when it comes to returns.