**JOB DESCRIPTION**

**Cashier**

**Summary**

As a Home Hardware Cashier, you are the first line of contact with our customers! A smile and a friendly greeting for every customer is a necessity in this role. In a friendly and attentive manner, you will offer accurate information about promotions and products, while tending to your duties as a cashier. Your professionalism will reflect Home Hardware’s image and values ensuring we meet our mission - which is to offer consumers the best customer service experience in the industry.

**Core Competencies**

* Positive helpful attitude especially as it relates to customers;
* Clear communication skills;
* Mathematical skills and the ability to quickly navigate transactions with accuracy;
* Capable of lifting weight upwards of 25 lbs, bending and twisting and standing for long periods of time;
* Preferred previous retail experience.

**Job Responsibilities**

* Greet customers warmly and ensure a good customer experience;
* Record transactions and collect payment for the purchased items;
* Ensure the accuracy of the products and the prices listed on the invoice;
* Operate cash terminal, handle checks, debit cards, credit cards and Aeroplan;
* Submit various documents to customers and package the purchased goods with care and protect, if necessary, fragile items;
* Ensure each cashier has the necessary items to accomplish their tasks (cash register tape, credit cards application forms, bags etc.);
* Produce and balance the cash report at the end of each shift;
* Keep the work area around each cash register, neat and tidy;
* Be aware of current promotions and flyers and develop produce knowledge;
* Stock the shelves located by the cash registers;
* Comply with policies and procedures regarding loss prevention, breakage of goods and health and safety;
* Perform other duties as requested by the supervisor.

This position reports to the **General Manager** and **Head Cashier**.

*\*\*We are committed to a diverse and inclusive workplace for all. If you are contacted for a job opportunity, please advise us of any accommodations needed to ensure fair and equitable access throughout the recruitment and selection process.\*\**