

Cashier position at Sugar Bake Cupcakes

This position is for a part time Cashier with some dishwashing & sanitation duties.

Requirements for position:

- 1) Relevant work experience in retail cashier or sales
- 2) Familiarity and basic knowledge with electronic equipment (e.g. cash register, tablet PC, credit card scanner, etc)
- 3) Strong communication and time management
- 4) Customer satisfaction-oriented
- 5) Attention to detail and solid math skills
- 6) High school diploma
- 7) Safe Serve certification (food handler card) is preferred. Must be completed prior to starting, if not currently certified.
- 8) At least 2 professional references
- 9) Ability to lift 25 pounds

Responsibilities include:

- 1) Greet customers entering establishment
- 2) Answer customers' questions, and provide information on products or policies
- 3) Bag or box products to be sold
- 4) Enter transactions into a POS (point of sale) system
- 5) Receive payments from customer via by cash, credit/debit cards, or gift card
- 6) Issue receipts, refunds, reward points or change due to customers
- 7) Count money in cash drawers at the beginning & end of shifts to ensure that amounts are correct
- 8) Maintain clean and orderly checkout areas
- 9) Answer phone calls
- 10) Forward customer feedback or issues to management
- 11) Re-stock shelves and necessary
- 12) Taking orders in person or over the phone

When there are no customers present:

- 1) Load and unload dishwasher
- 2) Sweep & mop storefront or kitchen areas
- 3) Conduct general cleaning
- 4) Disposal of trash (at end of shift unless full)