



Title: Retail Cashier	Team: Retail
Reports to: Retail Director	Status: Seasonal

## **Summary**

*Responsible for handling sales transactions for our guests. Provides excellent guest service in line with our mission, culture, and values. Maintain a clean and orderly gift shop under the direction of the Retail Director. The Retail employee is responsible for the following:*

## **Responsibilities**

- Delivers excellent guest service to internal and external customers in line with the organization's mission, culture, and values
- Models appropriate guest and partner interaction at all times
- Performs the opening and closing procedures as well as all other normal cashier duties.
- Adheres to company policy
- Processes transactions at the register
- Maintains a clean and orderly gift shop
- Helps restock as needed
- Answers phone in a professional manner
- Performs other duties as assigned by management

## **Qualifications**

- Ability to convey a professional image to guests
- Ability to read and interpret documents; to write reports and correspondence.
- Must possess good computer skills.
- Possess an outgoing, friendly personality and the desire to provide quality service.
- Ability to communicate and interact effectively in one-on-one and small group situations.
- Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of American money.
- Ability to provide a flexible schedule to work nights, weekends, holidays, and special events as needed.
- Required to regularly use hands and fingers. Ability to lift/move up to 10 pounds. Required to walk, stoop, kneel or crouch frequently. Must be able to stand regularly.