

Cashier Job Description

1. Job Brief (About the Role)

{{Company Name}} is hiring a Cashier to provide fast, friendly, and accurate checkout for our customers at our {{store / location}}. This role reports to the {{Shift Lead / Store Manager}} and is the last and most memorable point of contact for every customer.

Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like "We are looking for..."

2. Responsibilities

- Ring up purchases quickly and accurately on the {{POS}} register
- Handle cash, cards, and mobile payments and give correct change
- Open and close your register and count your drawer to balance
- Process returns, exchanges, refunds, and price checks per policy
- Greet customers, answer questions, and keep the line moving
- Bag items carefully and offer loyalty sign-ups or promotions
- Keep the checkout area clean, stocked, and organized
- Follow loss-prevention and cash-handling procedures

Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.

3. Requirements & Skills

- Friendly, customer-first attitude and clear communication
- Basic math and accuracy with cash and change
- Comfortable learning and operating a POS register
- Reliable attendance and punctuality for the assigned shift
- Able to stand for a full shift and lift up to {{25}} lbs

List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.

4. Nice-to-Have

- Prior cashier or customer-service experience
- Experience with {{a specific POS — e.g. Square, Clover}}

Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good applicants.

5. Compensation & Benefits

Pay range	{{Salary Range}}
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Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.

6. Schedule & Work Environment

- {{Part-time / full-time}}; evenings, weekends, and holidays as scheduled
- On your feet at the register for most of the shift
- Able to lift and bag merchandise up to {{25}} lbs

Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.

7. How to Apply

To apply, {{application instructions}} — e.g., send a resume and short cover note to careers@company.com}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.