



For the Farmer in All of Us!™

CASHIER

\$18/HR PART-TIME

Grange Supply is a member owned co-operative since 1934 in the Issaquah community. We have a range of departments and serve our community as a trusted resource with connection and customer service that is only found in small businesses.

CASHIER JOB RESPONSIBILITIES:

- Process transactions with customers using the point-of-sales system
- Greet customers and maintain a personable and friendly attitude
- Scan products and ensure accurate pricing
- Take cash, credit and debit payments
- Issue receipts, refunds, change and loading tickets
- Call out customer service calls to warehouse and direct customers to proper loading areas.
- Redeem coupons
- Turn on gas pumps, identify completed sales and process fuel transactions for customers paying inside.
- Cross-sell or upsell products
- Resolve customer complaints and concerns
- Answer phones and assist customers by answering questions or directing to the appropriate employee for assistance.
- Clean, stock and tidy checkout and retail areas
- Clean, stock and organize impulse aisle
- Evaluate stock levels of warehouse goods and verify stock levels, as needed.
- Process entry and invoicing of special orders for customers, as needed.
- Manage traffic flow of customers at register and request backup, when needed.
- Handle merchandise returns and exchanges.
- Assist department sales leads with stocking weekly freight orders.
- Additional projects as requested by management

This position's primary duty is cashiering. Team members are expected to maintain a thorough understanding of cashier procedures, Point of Sale functions, store procedures, store policy and enthusiastic customer service. Time away from the sales register will be limited. All employees receive Grange Supply store discount.

CASHIER SKILLS AND QUALIFICATIONS:

- Demonstrates excellent customer service skills.
- Ability to learn point of sale procedures, including keystrokes, payment processing, fuel pump initializing and product lookup.
- Ability to learn store policies such as returns, will call, special order, delivery, and fuel vouchers.
- Collaborates well with the retail team and has strong interpersonal skills.
- Critical thinking skills to determine correct course of action for processing customer transactions and resolving customer concerns.
- Excellent time management and task prioritization skills.
- Ability to stand for extended periods of time.
- Ability to meet the physical demands of stocking and merchandising, including bending, squatting, lifting up to 30lbs.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Must be over 16 and available one weekend day.