

# Cashier

**Looking to work with a team of outstanding individuals at an award-winning company? Join us at Chemong Home Hardware Building Centre!**

We are currently seeking dedicated and customer-focused individuals to join our team as **Cashiers!** These candidates will be responsible for providing excellent customer service, processing transactions in a fast, friendly and accurate manner, answering customer questions, and ensuring customers leave satisfied.

## **DUTIES/RESPONSIBILITIES:**

- Ensure customers are greeted promptly as they enter the store.
- Operate all Home Hardware software and point of sale equipment with sufficient speed and accuracy.
- Ensure customers have had a positive shopping experience; take steps to rectify if they have not.
- Count float prior to start of shift in accordance with store policy.
- Tabulate sales at the end of the day and/or end of your shift and remove cash from register in accordance with store policy.
- Watch for theft and take action, according to store policy.
- Answer phone in prompt fashion and take messages, according to store policy.
- Be familiar with items in stock, yard inventory, including product use and operation.
- Maintain check-out area and merchandise displays.
- Maintain price information (flyers, in-store promotions etc.) for references when customer price inquiries arise.
- Communicate product knowledge to the customer as appropriate.
- Assist those customers who need advice, information, or directions.
- Pick, organize and verify orders for delivery or curbside pick-up.
- Attend meetings, training sessions, etc. as required.
- Work on additional duties, special projects and assignments as assigned by the Shipping Dispatcher, Store Manager or General Manager.

## **QUALIFICATIONS & EXPERIENCE:**

- One year of retail experience preferred.
- One year of cash handling experience preferred.
- Ability to work a flexible schedule including weekends, evenings and holidays.
- Excellent mathematical skills.
- Excellent customer service skills.
- Ability to work well in a fast-paced retail environment.
- Comfortable working with computers.
- Willingness to learn.
- Excellent communication skills.
- Ability to work co-operatively in a team atmosphere.
- Excellent decision-making ability and problem-solving skills.



- **Please note:** Reliable transportation is essential as Chemong Home Hardware Building Centre is not on a bus route.

Our team consists of outstanding individuals with positive attitudes, excellent people skills and a willingness to do what it takes.

If you want to become a member of our team and possess the required skills, please fill out the **Come Work With Us** field and upload your resume. We thank all candidates for their interest, however, only those selected for interviews will be contacted.

**\*\*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.\*\***