

Job Title: CASHIER

Department: Operations

Location: Retail Store

ABOUT GABE'S

Gabe's was founded in Morgantown, WV in 1961 with a mission to offer customers the quality products that they want, at affordable prices they love. Today our mission continues as Gabe's expands into new and existing markets across 20 states. Gabe's enjoys an outstanding reputation in the communities we serve. This reputation is a result of living our values and making the best decisions for our associates, customers, and company. Together we will strive to deliver superior customer service, create a great work environment, and improve the value we deliver to our customers.

JOB SUMMARY AND PURPOSE

The Cashier is one of the frontline positions within the store, interacting with customers on a regular basis. Accurately performs multiple merchandise transactions utilizing cash registers and other standard point-of-sale equipment. Ensures all customers have a great shopping experience by providing friendly, helpful customer service and assisting to maintain overall cleanliness of the store.

DUTIES AND RESPONSIBILITIES

- Complete all transactions in a friendly and professional manner.
- Perform all transactions accurately and efficiently without errors.
- Be mindful of customers waiting in line and requesting backup when needed, acknowledging any waiting customers and thanking them for their patience.
- Maintain an area that is neat, clean, and organized.
- Prepares and communicates product needing returned to the sales floor.
- Support loyalty and rewards programs through customer sign ups.
- Support other areas or projects as needed or directed by the store management team such as stocking, condensing merchandise and fixtures to the sales floor, disassembling displays and shelving.
- Create a great shopping experience for all customers by being friendly and helpful, acknowledging customers and thanking them for shopping.
- Maintain an awareness of a safe work environment by maintaining a neat, clean, and organized store, and supporting a culture of integrity.
- May be cross trained to work in other areas of the store to provide support to fellow associates through sharing of knowledge, helping to complete tasks, and assisting in customer interactions as needed.

EDUCATION AND EXPERIENCE

- High School diploma or GED equivalent is preferred.
- One (1) year customer service experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge of arithmetic.
- Ability to provide excellent customer service through helpful customer interactions.
- Proven time management and organizational skills and ability to multi-task.
- Maintain working knowledge of company policies and procedures.
- Ability to perform duties at company standards relating to transactions per hour and rewards transactions.
- Ability to stand for long periods of time and lift moderate weight (up to 50 lbs.).

- Ability to take direction and work collaboratively as part of a team.

SUPERVISION

This position does not have any supervisory responsibilities.

DISCLAIMER

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the job description may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or the public.