

## **DICKMAN FARMS JOB DESCRIPTION**

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<b>JOB TITLE:</b>	Cashier	<b>FLSA STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Garden Center	<b>REPORT TO:</b>	Garden Center Store Manager

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### **JOB SUMMARY:**

Provide high quality customer service while cashing out orders, responding to inquiries about products and/or services, and resolve issues that arise with customers at checkout.

### **ESSENTIAL JOB FUNCTIONS:**

Proactively sell Dickman Farms green goods and hard goods to customers by responding to customer's questions, resolving problems and needs in a friendly, accurate and timely manner.

Operate POS System. Conduct sales transactions, returns and exchanges. Handle cash and make change as required.

Answer telephone; respond to questions and concerns or direct incoming calls to the appropriate department or individual in a professional manner.

Maintaining the organization of the checkouts.

Straighten merchandise and displays daily. Assist with merchandise stocking.

Maintain a neat and clean work environment by sweeping floors, dusting merchandise and displays, and taking out the trash.

Assist in maintaining the Resource Center.

Retrieve shopping carts and ensure carts are available for customers.

Conduct restroom facilities checks and ensure they are maintained.

### **SUPERVISORY RESPONSIBILITIES:**

The Cashier does not have any supervisory responsibilities.

### **QUALIFICATION STANDARDS:**

- High school diploma or GED required
- Previous cash register experience required.
- Excellent customer service and communication skills required.
- Must demonstrate professionalism.
- Plant knowledge preferred
- Ability to work flexible hours including weekends and holidays.

**EQUIPMENT, MACHINES AND SOFTWARE USED:**

Ability to operate a cash register, credit card machine, telephone, photo copier. Calculator and 2-way radio.

**MENTAL AND VISUAL REQUIREMENTS:**

Light mental and visual attention required for performing work where there is some variety but actions taken and decisions made are limited to few possibilities. Work requires coordination with others.

**PHYSICAL ACTIVITIES AND REQUIREMENTS:**

- Ability to stoop, kneel, crouch, bend, reach, stand, walk, push, pull, lift, use fingers, feel, grasp, talk, hear and perform repetitive motions with hands and/or wrists.
- Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**ENVIRONMENTAL CONDITIONS:**

The worker is exposed to indoor conditions and outdoor weather conditions, extreme heat and cold, dust and/or dirt, chemicals, fumes, odors and unpleasant tasks such as handling garbage.

**EMPLOYER'S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Furthermore, the company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- Due to the seasonal nature of our business, we recognize that the percentage of time spent on the essential job functions is subject to change.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I acknowledge that I have received and read the Job Description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date