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### JOB DESCRIPTION

**JOB TITLE:** CASHIER

**REPORTS TO:** MANAGEMENT/SUPERVISOR

**CLASSIFICATION:** NON-EXEMPT

**PAY GRADE:** STARTING WAGE \$10.50/HOUR

**POST DATE:** 5/24/2018

**CLOSING DATE:** OPEN UNTIL FILLED

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**SUMMARY/OBJECTIVE:** The primary responsibility of this position is to perform monetary transactions for customers in a grocery market setting accurately and efficiently, while also providing excellent customer service and working in a team-based environment.

**ESSENTIAL FUNCTIONS:** Specific duties include, but are not limited, to the following:

- Welcome/greet customers, provide assistance with purchases and point out sales, etc.
- Utilize P.O.S. System
- Fills customer merchandise orders and accurately rings up sales
- Enter discounts and/or coupons
- Collects cash/check/credit cards for payment from customers and ensures accurate change for all transactions
  - a. Cash handling: Money, personal checks, and credit cards.
- Responsible to bag customer purchases.
- Keep register area neat and clean.
- Assist in receiving product from suppliers and reconciling inventory.
- Responsible for stocking shelves and rotating inventory.
- Maintain cleanliness of the business at all times.
- At end of shift: Reconcile cash drawer and complete report for accurate deposit information.
- Responsible for the LDF Country Market to be operated in an efficient and business-like manner.
- Assist in other areas and perform other duties as assigned

**OTHER DUTIES:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Responsible beverage server license is required within 45 days of hire. Must maintain responsible beverage server license during employment.

**EXPECTATIONS/ABILITIES:**

- Must pay attention to detail and be able to accurately complete customer transactions.
- Operate or learn cash registers and control monitors.
- Must have good mathematical and customer service skills.
- Comply with and consistently execute the specific 'Fundamentals of Customer Service' when engaging with customers.

**SUPERVISORY RESPONSIBILITY:** This position has no direct supervisory responsibilities.

**WORK ENVIRONMENT:** This job operates in a busy retail environment. The responsibility of the position is performed within the confines of the business operation with exposure to differentials in temperature.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. Standing for long periods of time, sitting, walking, bending, reaching, and lifting. Must have the ability to lift 50 lbs. safely.



## COUNTRY MARKET

**POSITION TYPE/EXPECTED HOURS OF WORK:** Days of work vary Sunday through Saturday, during hours of operation from 7:00am - 11:30pm. Must be able to work flexible hours including mornings, evenings, weekends and holidays.

**TRAVEL:** None.

**REQUIRED EDUCATION AND EXPERIENCE:** High school diploma or equivalent is required. Previous customer service experience in retail and/or previous experience working with the general public is preferred.

**CORPORATION STANDARDS:** The foundation of success is found in meeting the following LDF Country Market expectations:

- Attitude of safety first
- Work ethic of loyalty, integrity, pride, perseverance, accountability, respect and teamwork
- Ambition to succeed
- Adheres to company policies and procedures
- Represents the company in a positive and professional manner
- Flexibility to work for extended hours in order to meet deadlines
- Handles oneself with professionalism during stressful situations
- Maintains positive attitude and morale
- Interacts effectively with all members of the company and all outside associates
- Completes responsibilities diligently
- Thinks big picture and takes into account long-term implications of ones' actions
- Works independently, exercises discretion, applies common sense and makes competent decisions
- Complies with designated work schedule
- Uses company resources wisely
- Maintains neat, clean and organized workspace
- Constantly analyzes for ways to improve individual and/or company performance

The LDF Country Market is committed to a drug-free workplace. To qualify for this position, the individual must submit to and pass a pre-employment drug screen with random testing thereafter.

**EEO STATEMENT:** LDF Country Market provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. To the greatest extent feasible, preference will be given to qualified American Indians for employment opportunities.

**HOW TO APPLY:** To apply for this position please submit an application to:

LDF BUSINESS DEVELOPMENT CORP.  
ATTN: HUMAN RESOURCES  
PO Box 155  
LAC DU FLAMBEAU, WI 54538  
866.423.6104 (FAX)  
[HR@LDFBDC.COM](mailto:HR@LDFBDC.COM)

LDF Business Development Corporation  
14284 HWY 70W  
PO Box 155  
Lac du Flambeau, WI 54538  
Phone: 715.388.0502 Fax: 866.423.6104