



JOB TITLE: CASHIER (PART TIME)

REPORTS TO: SUPERVISOR

CLASSIFICATION: NON-EXEMPT

PAY GRADE: \$13.00/HOUR (GRADE 1)

POST DATE:

CLOSING DATE: OPEN UNTIL FILLED

SUMMARY/OBJECTIVE: The primary responsibility of our Cashiers is to consistently provide the highest level of customer experience and shopping experience, perform monetary transactions for customers in a grocery market setting accurately and efficiently, while also working well in a team-based environment.

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

- Provide exceptional customer service by performing the Customer Service Fundamentals (i.e. Fun 5) in all interactions with customers.
- Utilize P.O.S. System for grocery, gas or as needed in other guest service areas.
- Fills customer merchandise orders and accurately rings up sales.
- Enter discounts, redeem coupons, WIC, food stamps and reward cards.
- Process the sale of tobacco, lottery tickets, alcohol and gasoline while ensuring compliance with state, federal and tribal laws.
- 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.
- Properly bag customer purchases.
- Keep register area orderly, clean, and fully stocked of all needed supplies and documents.
- Always maintain cleanliness of the business by monitoring any trash left behind, spills, glass and register area wiped down frequently and replacement or disposal of out-of-date notices.
- At end of shift: Replenish area for incoming relief, assist others for replenishment during high traffic times prior to leaving.
- Reconcile cash drawer and complete proper paperwork for accurate deposit information.
- Assist in other areas and perform other duties as assigned, including occasional deli and utility duties such as:
 - Weighing, packing, and pricing deli items for customers.
 - Assisting in receiving product from suppliers and reconciling inventory.
 - Stocking, facing and rotating product while following proper rotation and merchandising guidelines.
 - Collecting carts and navigate external grounds surrounding building and free of trash and other items dropped in designated areas.

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:

- Our desired candidate will be dependable, self-motivated, and people-oriented with strong ability to work in a fast-paced environment while maintaining total customer focus.
- Must pay attention to detail and be able to accurately complete customer transactions.
- Operate or learn cash registers and control monitors.

LDF Ojibwe Market
PO Box 155
Lac du Flambeau, WI 54538
Phone: 715.588.3447 Fax: 866.423.6104



- Must have good mathematical skills.
- Comply with and consistently execute the specific Fun 5 service fundamentals when engaging with customers.
- Ability to communicate effectively.
- Must be adaptable, with the ability to effectively prioritize responsibilities, adapt to the ever-changing, high-volume retail environment while working as part of a cross-functional team.

SUPERVISORY RESPONSIBILITY: This position has no direct supervisory responsibilities.

WORK ENVIRONMENT: This job operates in a busy retail environment. Exposure to cooking equipment, deli/bakery utensils, and serving high volume of customers. The responsibility of the position is performed within the confines of the business operation with exposure to differentials in temperature. Some extreme temperatures are possible, including helping to maintain the exterior of the building at all times of the year and occasionally working in a refrigerated environment.

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.

- Regularly required to talk or hear, stand, walk, use hands to finger, handle or feel; reach with hands and arms and stoop, kneel, crouch, or crawl
- Occasionally required to sit, climb or balance
- Must lift and or move up to 30 pounds safely
- Must maintain regular, reliable attendance

POSITION TYPE/EXPECTED HOURS OF WORK: This position is part time with 28 hours of work expected. Days of work vary Sunday through Saturday and must be available during the hours of 7:00am - 10:30pm. Must be able to work flexible hours including mornings, evenings, weekends, and holidays. Must attend all mandatory meetings and participate in trainings.

TRAVEL: No travel is expected for this position.

REQUIRED EDUCATION AND EXPERIENCE: High school diploma or equivalent is required. Previous customer service experience in retail (including use of POS system) and/or previous experience working with the public is preferred.

CORPORATION STANDARDS: The foundation of success is found in meeting the following LDF Business Development Corporation 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 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

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- Thinks big picture and considers 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 Ojibwe 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 Ojibwe 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.

Employee signature indicates the employee's understanding of job requirements, essential functions, and duties of the position.

Print: _____ Signature: _____ Date: _____

HOW TO APPLY: To apply for this position please apply online at www.ldfbdc.com