

## **Position: Cashier**

Cashiers at Central Car Wash are a primary customer service position. Cashiers receive and disburse money using electronic scanners, cash registers, and related equipment. They process credit, debit, gift card, cash and corporate account transactions.

Cashiers are also responsible for maintaining the store image and answering customer inquiries.

## Cashiers may perform the following tasks:

- Greet customers entering establishments.
- Answer customers' questions, and provide information on procedures or policies.
- Compute and record totals of transactions.
- Tabulate bills using calculators, cash registers, or optical price scanners.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Post charges against corporate accounts.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Sort, count, and wrap currency and coins.
- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
- Maintain clean and orderly checkout areas.
- Stock shelves, and mark prices on shelves and items.
- Request information or assistance using paging systems.
- Calculate total payments received during a time period, and reconcile this with total sales.
- Compile and maintain non-monetary reports and records.

## **Personal Requirements:**

- enjoy practical work
- an eye for detail
- able to work without supervision

If you feel like this is the job for you please email your resume to us today at <u>jobs@centralcarwash.ca</u>.

Thank you for your interest, due to the volume of applicants only those being considered will be contacted.

**Central Car Wash**