



Winchester BMR
12235 County Rd 38
Winchester ON, K0C2K0
(613)774-2700 Phone
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WINCHESTER BMR PART TIME CASHIER POSITION **15-25 HOURS PER WEEK**

POSITION SUMMARY:

The primary responsibility of the Cashier is to process customer sales of retail hardware goods using Winchester BMR's "Point of Sale" (POS) System, as well as provide customer service by greeting and directing customers to the products they are looking for. This position works under close supervision and must work closely with customers and other Store Employees.

Candidate must be available for scheduled shifts that include rotating weekend shifts. This position is **not suitable for students** as most shifts will be during most school hours.

ESSENTIAL DUTIES

- 1.) Cashiering – Accurately use POS screens and procedures to complete customer transactions, including, but not limited to, sales, returns, special orders, gift certificates, invoicing, payment on accounts, native tax and discounts. Receive accurate payment for merchandise in the form of cash, check, credit, debit, store account and other alternative tender. Count in money at the beginning and end of business day, as well as accurately complete necessary paperwork. Maintain cashier accuracy standard, requiring that cash drawers are balanced within +/- \$1. Know and convey Winchester BMR's Return Policy.
- 2.) Customer Service – Greet customers, acknowledge their presence and provide courteous, efficient and attentive service in a timely manner. Identify customer needs and provide assistance with the handling of large or heavy items when necessary. Address customer questions and complaints, exercising tact and good judgment, including involving Key Holders and/or Management, as required, to resolve customer issues.
- 3.) Product Knowledge –General knowledge of merchandise carried and where it is located in order to direct customers.
- 4.) Loss Prevention – Identify counterfeit currency and shoplifting indicators.
- 5.) Housekeeping – Keep counter areas clean, neat, stocked and organized. Completing the cashier's daily duties and completing the corresponding form.

Other Duties:

- 1.) Stock and/or mark prices of nearby merchandise, as necessary and as time allows.
- 2.) Put away returned merchandise to store shelf in appropriate department, when more than one cashier is scheduled and time allows.
- 3.) Answer store phone.
- 4.) Perform other duties as needed.

The foregoing statements are intended to describe the general nature and level of work being performed. They are not intended as an exhaustive list of all responsibilities, duties and skills required.

E-mail Resumes to bmroffice@storm.ca or fax 613-774-1467