

Heeter Lumber Inc. Job Descriptions



Job Title: CASHIER / INSIDE SALES

Position Description: The Cashier is responsible for customer sales. The cashier position is also responsible for register transactions involving the sale of and/or return of merchandise.

Reports to: Individual Store Manager

Duties & Responsibilities:

- General Expectations:
 - Expected to be on time and ready to work while being organized and punctual;
 - Please note duties, responsibilities and activities may change at any time with or without notice; and
 - Abide by Company Safety Program and Policies while performing duties safely.
- Customer Service
 - Project a positive representation of Heeter Lumber, Inc. ;
 - Greet customers entering and throughout the store;
 - Clear customer checkout lines quickly and efficiently;
 - Answer and monitor all calls ;
 - Communicate any problem or issue that requires management;
 - Assist customers with store layout and product location; and
 - Be knowledgeable with product lines available to customers.
- Register Operations
 - Follow all cash register transaction procedures; and
 - Responsible for balancing the register drawer if given this responsibility.
- Store Appearance and Upkeep
 - Keep the store and stock room, including checkout areas and entrance doors, neat and clean at all times;
 - Assist with keeping counters stocked with merchandise;
 - Assist in pricing, stocking, marking, and bagging of merchandise; and
 - Perform annual physical inventory count.

Qualifications:

- High school graduate or GED equivalent
- Sales experience preferred, but not required

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Things You Need to Know:

- Full time position (40+ hours per week)
- Standard store hours:
 - M-F: 7:30am-4:30pm or 5:00pm
 - Sat: 7:30am-12:00pm

Physical Requirements:

- Ability to stand for an extended period of time;
- Move and handle boxes of merchandise and fixtures throughout the store
- Must occasionally lift up to 25lbs; and
- Must wear protective devices as required by the company safety policy in the performance of the job.

“Heeter Lumber Inc. is an Equal Opportunity Employer”