



EUREKA
NATURAL FOODS

Helping you to live well and be healthy.....naturally!

Position: Cashier

Status: Full time or part time Permanent Salary \$16.90 -DOE

Reports to: Front End Manager

Job Functions: Promptly check out customer purchases and otherwise assist customers. Demonstrate friendly and helpful service while meeting the objectives for accuracy. Foster a team environment.

Responsibilities:

I. CUSTOMER SERVICE

- A. Greet customers, smile and make eye contact.
- B. *Take initiative to assist customers in a prompt, friendly, helpful manner, referring them to other staff when necessary.*
- C. Be familiar with company policies, sales and events in order to answer questions. Refer unanswered questions or problems to Front End Manager or other supervisory staff.
- D. Answer phone and route calls. Take and route messages as needed.

II. CHECKING

- A. Check customer purchases quickly and accurately, using correct prices, PLUs and department codes.
- B. Call for back-up as needed so that the customers wait as little as possible to be checked out.
- C. Bag purchases and ask customers if they need assistance. If so, carry out groceries if not busy. If busy, call for staff to help.
- D. Open and close out registers following established procedures.
- E. Put stuffers in bags, inform customers of specials, and upcoming store events.
- F. Keep checking area in a clean, tidy, and orderly condition.
- G. Issue credits to customers for returned items following company policy and ensure that returned items are disposed of properly. Record shrinks promptly and accurately.

III. STOCKING

- A. Tidy and clean shelves, when necessary.
- B. Stock displays fully without over crowding. Face and stock items, as directed by supervisor, when there are no customers to be checked out.
- C. Pull short date or low-quality items; follow the established procedures for recording and disposing of them in a timely manner.
- D. Report price discrepancies to Front End Manager or shift supervisor.

IV. OTHER

- A. Alert shift supervisor to potential shoplifters, disorderly customers or other emergencies.
- B. Follow company policies and practice safety on the job. Always follow Cal OSHA guidelines.
- C. Perform other tasks assigned by your Supervisor (Manager).
- D. Participate in periodic inventory.
- E. Propose new ideas for efficiency or products for the store to department manager.

Qualifications:

- Experience serving the public. Ability to project a friendly, outgoing personality.
- Familiarity with natural foods.
- Able to stand for long periods of time. Able to lift 50 lbs.
- Ability to handle multiple demands and staying calm under pressure. Accuracy and attention to detail.
- Eureka Natural Foods strongly encourages individuals seeking to understand more about living natural lifestyles to apply. Eureka Natural Foods is committed to ensuring its customers live well naturally and are eager to find employees who desire promoting this.



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