

Richard A. Meisner Variety Store Ltd.
DBA Stedmans V&S
375 rue Main Street
Shawville, QC J0X 2Y0
(819) 647-3729

Retail Clerk/Cashier – description of included responsibilities and required skills:

- Greet each customer and provide a positive customer experience with courteous service
- Good working knowledge of a desktop computer and adequate keyboard skills
- Complete customer transactions using store POS system
- Enter price changes where necessary by referring to sales flyers, discounts and coupons
- Collect payments by accepting cash or interac payments
- Ability to count money and make correct change for cash customers
- Operate the interac terminal
- Maintain a sufficient float (small change) in cash register throughout their shift
- Bag customer purchases where necessary
- Process customer returns as indicated by store policies
- Provide a carry-out service to customers who are unable to carry out their purchases (requirement of being able to lift a minimum of 30 lbs)
- Provide pricing information and resolve customer inquiries/issues by answering questions posed by customers
- Being able to manually record a charge customer's purchases on an invoice
- Maintain checkout operations by following company policies and procedures and reporting any changes deemed necessary
- Maintain inventory in various departments as well as for all paper products required for the cash stations and assume responsibility for ordering merchandise/supplies when required
- Manually price new merchandise, change prices when required, stock shelves with merchandise and maintain stock levels
- Re-stock items returned by customers
- Help with the set up of end counter displays, various store displays and window displays
- Take initiative to complete facing of merchandise where necessary
- Establish a good rapport with existing customers and attempt to attract new customers in order to contribute to the success of the business
- Maintain a clean and safe working environment by complying with current sanitation procedures and store cleanliness policies
- Keep entry doors, floor, windows and cash stations clean on a daily basis
- Contribute to the success of the business by accomplishing tasks required, maintaining the cash stations as appropriate and offering exceptional customer service
- Bilingualism in this position is required
- Have a relatively good knowledge of the Shawville/Pontiac area in order to provide directions or offer suggestions to visiting customers