



HEAD CASHIER

Store Location: 1150 West Street, South Amherst, MA

Department: Registers

Job Status: Full Time

Reports To: Front End Manager, Assistant Front End Manager, Night Supervisor, Upper Management, Ownership

Grade/Level: High School Diploma or Equivalent preferred

Work Schedule: Flexible, weekends, days, evenings & holiday availability is expected.

Amount of Travel Required: NA

Positions Supervised: Cashiers

OVERALL RESPONSIBILITY

- ◆ Customer Service
- ◆ Assisting customers with questions or directing them to someone who can assist
- ◆ Sales
- ◆ Cleaning
- ◆ Directly supervising register employees during HC shift
- ◆ Answering telephones
- ◆ Order taking (baskets, shipping/delivery, grocery)
- ◆ Training cashiers
- ◆ Delegating duties

KEY JOB DUTIES (not exhaustive)

- ◆ Maintain regular and prompt attendance at worksite
- ◆ Perform other duties as assigned
- ◆ Upholding store policies and procedures as well as department policies and procedures
- ◆ Reporting department or employees issues/misconduct to management
- ◆ Assisting other Head Cashiers when necessary
- ◆ Performing the duties of regularly scheduled cashiers as well as HC duties
- ◆ Confident and proper handling of customer and employee dishonesty
- ◆ Thorough working knowledge of the credit card & EBT processing machines
- ◆ Thorough training of all cashiers with POS system and department policies and procedures
- ◆ Handling daily scheduling conflicts (calling employees in or out)
- ◆ Price Changes
- ◆ Coordinate breaks
- ◆ Make change for cashiers & customers

Experience Minimum six months related experience

SKILLS & ABILITIES

- ◆ Professionalism
- ◆ Communication
- ◆ Prioritizing daily tasks

Certificates & Licenses

TIPS Certification preferred

Fill out an application at: <https://www.atkinsfarms.com/employment-application/>

Atkins Farms is a locally owned and operated business located in South Amherst, MA. We strive to exceed our customers' expectations by providing the highest quality selections possible, locally produced, and privately labeled goods as well as conventional and seasonal products. We provide a safe, clean, and comfortable shopping environment, with exceptional customer service from a staff of dedicated and knowledgeable employees. Customer satisfaction is our goal. We believe that actively supporting community events and local organizations strengthen the community. Atkins Farms offers employee benefits and competitive wages based on experience and skills.