

Job Description

Cashier



Wal-Mart Culture

The success of Wal-Mart is linked to each Associate's mastery and daily application of the Company's Three Basic Beliefs:

Respect for the Individual

Contributes to a unique family and team environment by demonstrating respect for and sensitivity to all individuals; supporting the Wal-Mart commitment to diversity; following through on commitments; and communicating clearly and courteously with fellow Associates, Customers, and Suppliers;

Service to our Customers

Makes shopping at Wal-Mart a uniquely positive experience by greeting Customers with warmth, enthusiasm, energy, and courtesy; showing a personal interest in them; determining what help they need and promptly delivering it; and mastering Wal-Mart's products and services; and

Strive for Excellence

Behaves in a lawful, honest, and ethical manner at all times; sets and achieves high standards of performance; takes personal responsibility for completing duties timely and efficiently; shows initiative; and suggests ways in which Wal-Mart can continuously improve.

Job Responsibilities

Primary job responsibilities and functions are listed below. An Associate in this position will be expected to perform additional job-related responsibilities and duties throughout the facility as assigned and/or as necessary.

Operations

- Operates all cash register equipment, to quickly and accurately process Customer transactions while following Company procedures, including those related to coupon redemption, state benefits programs, and age-restricted items. Utilizes UPC code listing of large items and bagged goods to complete register transactions.
- Maintains appropriate cash levels in register drawers and appropriate supplies at register area.
- Deactivates security devices on merchandise and bags Customer merchandise appropriately.
- Verifies proper identification from Customers purchasing age-restricted items.
- Communicates and responds effectively to Customers to answer questions, locate merchandise, and provide requested assistance and greets each Customer by name when possible.
- Ensures a safe and clean environment by maintaining safety standards, performing maintenance, and cleaning as required by Front-end operations, including eliminating obstacles in the register lanes.
- Monitors area for signs of shrink and potential security risks, such as inspecting merchandise that appears to have been tampered with or opened, and contacts management and/or In-Store Loss Prevention when problems are identified.

Merchandising

- Maintains the overall appearance of the register area by regularly pulling merchandise from register area, shelves, and risers; bringing it forward on displays or sidecounters; stocking and handling register merchandise and damaged goods; and resolving UPC code/price problems.

People

- Demonstrates dependability and reliability by being punctual, working assigned shifts, and completing Customer transactions in a timely manner.
- Interacts politely and effectively with Customers and Associates by demonstrating Wal-Mart Culture, including the Ten Foot and Sundown Rules.
- Talks with, listens to, or signals others to effectively exchange information; receives or gives direction; and effectively works as part of a team by responding to assistance requests throughout the facility.

Key Characteristics

Key Characteristics of job functions are listed below:

- Ability to adapt to and work effectively in various parts of the facility.
- Ability to complete mathematical computations, including addition, subtraction, multiplication, and division.
- Ability to count back change.
- Ability to interact and communicate effectively with Customers, Associates, and Suppliers.
- Ability to read, write, and understand printed materials.
- Knowledge of and ability to apply Company and department policies and procedures.

