



EMPLOYMENT OPPORTUNITY

POSITION: CASHIER (Part-Time Various Shifts, Monday to Saturday)		POSTING NO: 2019.0325.04
DEPARTMENT:	Front End	
REPORTS TO:	Store Manager	
WORK LOCATION:	Dick's Lumber – Burnaby	

Dick's Lumber in Burnaby is looking for a team player with a positive attitude and exceptional customer service skills to join our team as a Part-Time Cashier.

ACCOUNTABILITIES:

- Prepares the cash terminal and cash area prior to the start of shift. Ensures cash area is kept neat and well stocked with appropriate forms, bags and supplies.
- Operates the cash terminal to process sales and accept merchandise returns and exchanges.
- Requests assistance as required to bag merchandise, perform price checks, and assist with line ups and carry-outs.
- Greets customers entering and exiting the store in a friendly and courteous manner.
- Demonstrates an understanding of cash policy and procedures, and is able to apply the various procedures with comfort.
- Questions any deviation from policy and secures appropriate authorization.
- Balances the till at the end of the shift, separates and counts the float, totals the till by tender and completes the "Daily Balance Report". Matches the report to the tape reading and investigates discrepancies.
- Performs work in a security-conscious manner. Takes action to prevent theft including checking purchases for concealed merchandise, requesting proof of purchase, following procedures, and requesting supervisory assistance as required.
- Performs other duties as required, including but not limited to Reception coverage and filing.

QUALIFICATIONS:

- Experience with operating cash terminals and credit card and debit machines.
- Strong functional mathematical skills and a basic understanding of cash balancing procedures.
- Fluent in English (spoken and written) with excellent listening, communication and interpersonal skills.
- Ability to multi-task, prioritize and work efficiently with minimal supervision.
- Professional, courteous and punctual with a focus on customer service.
- Manual dexterity and excellent hand/eye coordination.
- Experience with operating a multi-line switchboard in a fast paced environment.
- Experience and knowledge in this or a related industry is an asset.

WORKING CONDITIONS:

- Busy, high volume environment.
- Up to 8 hours of consecutive sitting and standing.

POSTED ON:	2019-03-25
APPLICATION DEADLINE:	2019-04-12

If you are interested in this position, please submit a copy of your resume and cover letter via e-mail to jobs@dickslumber.com quoting posting number 2019.0325.04 in the subject line of the email. ****Internal Applicants: please advise your supervisor that you have applied for this posting**.**