

# CASHIER

Also sometimes known as customer service associates, cashiers in retail are responsible for working cash registers, managing purchases, processing returns, and providing customer service at all times. Retail cashiers engage with the customers during checkout and address any concerns the customer may have, including but not limited to: locating items for the customer, placing special orders for out of stock inventory, and accepting multiple forms of payment.

## Duties and Responsibilities Summary

- Processing customer transactions.
- Maintaining orderly area and appearance.
- Providing excellent customer service.
- Locating merchandise for customers.
- Completing returns and exchanges.
- Balancing register funds.

## Job Description

Do you love helping people and approach every day as a new opportunity to improve the lives of others? If so, we may be looking for you. We are seeking a customer-centric cashier to be responsible for providing stellar customer service, processing customer purchases, returns, and exchanges, maintaining an accurate balance at their register, and identifying customer product needs during checkout.

To succeed you should love helping people and have an upbeat, high-energy enthusiasm for improving the lives of our customers. By maintaining and continuously updating product knowledge, you should be able to provide thoughtful recommendations for customers both on and away from the register. You will need a neat, professional appearance and the ability to remain customer-minded in a rapidly changing and busy environment.

## Responsibilities

- Engaging with customers to meet their needs.
- Processing sales, returns, and exchanges.
- Accepting multiple forms of payment including check, debit/credit card, and cash.
- Maintaining orderly appearance and area.
- Providing accurate and up to date product recommendations as requested.
- Offering cheerful customer service.
- Maintaining an appropriate amount of cash in your till to provide change.
- Balancing your till at the start and end of each shift.
- Offering customers information about our rewards programs and helping them sign up.

## Requirements

- A high school diploma or equivalent.

## Job Descriptions – Lauren Cochran

- Basic arithmetic skills for balancing financial transactions.
- The ability to stand and move around for duration of shift.
- A neat, professional appearance.
- Previous cashier experience is a plus.
- The ability to learn quickly and adapt constantly.
- Genuine enthusiasm for helping people.

# MACHINE OPERATOR (Manufacturing)

Sometimes known as machinists, tool and die makers, or machine tenders, machine operators in the manufacturing industry are responsible for a variety of mechanical and hands-on tasks which include but are not limited to the manufacturing of parts and tools, maintenance of assigned machines, and maintaining OSHA standards in their given work area.

## Duties and Responsibilities Summary

- Using machines to manufacture products.
- Operating software associated with machines.
- Maintaining strict safety standards.
- Performing basic upkeep on machines.
- Supplying machines with necessary material.
- Keeping record of materials and products used.

## Job Description

If you love working with your hands and are a champion for efficiency, we're looking for you. We're seeking a manufacturing machinist to be responsible for the use and maintenance of production equipment, performing basic computer operations as needed for production, keeping an accurate record of all production jobs (both printed and misprinted), and adhering to federal and local safety standards. You should be comfortable with heavy machinery and providing user-level maintenance for mechanical parts.

To succeed as a machine operator, you will need to meticulously document all production jobs, adjust to any software updates related to the machinery rapidly, conform to current and future safety regulations, and perform regular basic maintenance of machines with moving parts. A stellar machine operator should show initiative and drive while simultaneously upholding all company and local policies on the production floor.

## Responsibilities

- Operating manufacturing machines with a wide variety of production purposes.
- Creating and maintaining accurate records of materials used, jobs successfully completed, and any misprints.
- Performing basic maintenance and upkeep on any assigned machines or work areas.
- Keeping a clean and safe work environment in compliance with regulations.
- Ensuring that all software related to machine use is kept up to date in your work area.
- Loading or feeding necessary materials into machinery for production assignments.
- Making a note of any mechanical failures and escalating the issue as needed.
- Working with hands frequently to maintain machine alignment using basic hand tools.
- Maintaining any and all related safety equipment for each job.

## Requirements

- A high school diploma or equivalent required. Vocational certifications strongly preferred.
- Previous experience as a machine operator in related industry.
- Must be able to lift and move up to 75 lbs.
- Must be able to maintain upright posture to include standing and walking for duration of shift.
- Proper safety equipment (steel toed boots, safety glasses, et cetera) must be worn at all times.
- The ability to operate basic computer programs related to production.
- Should be able to perform basic arithmetic (adding, subtracting, division, and so on) for material and product logs.
- The ability to use hands in frequent operations requiring varying degrees of dexterity.
- Will often be required to work as a team to reach production goals.

Lauren Cochran