

# Cashier (Summer Student)

<b>Employer:</b>	Shopper's Drug Mart		
<b>Posted:</b>	11 months ago	<b>Closing Date:</b>	May 31, 2023
<b>ES Job ID:</b>	4031	<b>Location:</b>	Elliot Lake
<b>Sector(s):</b>	Retail	<b>Duration:</b>	Part Time , Student
<b>Salary:</b>	14.6		

## Job Description:

Cashier Part-Time

Maintain excellent customer service and checkout area for prompt and accurate processing of the customer's order.

### DUTIES & RESPONSIBILITIES:

#### CUSTOMER SERVICE

- Provides excellent customer service and positively engages with all customers
  - Maintains a neat and organized checkout area
  - Greets all customers and displays a warm demeanour
  - Accurately scans or enters product data
  - Accurately accounts for cash and coupon, lottery, and PC Optimum
  - Asks for the customer's PC Optimum Card during each transaction
- Answers inquiries regarding the location of products, rain-checks, refunds, PC Optimum

#### MERCHANDISING

- Ensures proper documentation is completed with respect to customers' receipt and return of goods
- Completes merchandising tasks as directed and maintains an efficient flow of merchandise from the backroom to the sales floor
- Merchandises and maintains designated areas (i.e. facing, signing, labelling, etc)
- Advises appropriate person regarding stockouts/shortages
- Performs stock counts and orders for designated areas

#### LOSS PREVENTION

- Ensures loss prevention Standards are followed
- Controls cash, lottery, and stamp inventory in accordance with prescribed cash handling policies and procedures
- Maintains proper security of cash and merchandise

#### GENERAL

- Presents proper image to the public in accordance with Uniform Policy and Dress Code Guidelines (i.e. clean appearance, approved uniform, name badge)
- Complies with all health and safety regulations
- Complies with all store policies and procedures
- Ensures the standards of housekeeping and image are maintained
- Perform other duties as required
- Completes all training and new initiatives on SDMU



The above statement reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

**Required Skills:**

**QUALIFICATIONS**

- Planning, Judgement and Decision Making
- Balance teamwork and efficiency in processing the customer order
- Organization and neatness
- Cope with register and credit authorization issues
- Determine customer satisfaction
- Efficiency in processing the customer order
- Troubleshoot cash issues

**EXPERIENCE**

- Strong computer and register skills
- Well organized with the ability to record keeping
- Detail oriented
- Ability to provide a proactive approach to customer service and problem-solving
- Effective verbal and written communication skills
- Ability to work independently
- Ability to function as part of the team in a fast-paced environment
- Commitment to providing customer service

**WORKING CONDITIONS**

- Ability to work flexible shifts which may include nights and weekends

**PHYSICAL REQUIREMENTS**

- Ability to lift up to 50 pounds
- Ability to climb a ladder

**How to Apply:**

Qualified applicants are asked to submit an application in person at Shoppers Drug Mart in Elliot Lake or email [asdm667@shoppersdrugmart.ca](mailto:asdm667@shoppersdrugmart.ca)

Please reference the position title when applying.

\*We thank all those that apply, however, only those selected for an interview will be contacted. All applicants must be legally entitled to work in Canada on a permanent basis.\*

**SAULT STE. MARIE**

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