**Senior Cashier/Cashier Supervisor**

The cashier is frequently the first and last person a customer sees at Atlantic Nursery. It is our aim to serve the customer in the most courteous and efficient manner possible. The senior cashier is accountable for the cashier staff fulfilling their duties to the company and our customers.

**Sales**
- Greet the customers and send them off in a friendly manner
- Ring sales and make change efficiently and accurately
- Process credit card and debit card sales and refunds
- Invoice house charge sales
- Create, maintain and finalize orders (pick ups, deposits, and deliveries)
- Pack purchases and use radio to call for assistance loading
- Gift wrap packages and foil plants as needed
- Suggest complementary items for tie-in sales
- Process returns
- Make corrections as designated by management

**Work Station**
- Keep counters and floor clean and dry
- Keep things in proper order
- Make sure supplies are replenished including staplers, staples, pens, register tape, invoices, credit card tapes, printer ribbons and all packaging supplies etc
- Inform management when boxes and flats are running low.
- Advise management when tissue paper, plant sleeves, basket bags or any POS station supplies are running low.
- Sweep and vacuum daily

**Opening and Closing**
- Know how to set up a register for the day - how to change rolls, ribbons, ink cartridges, load invoices and/or paper if necessary
- Know how to count change and close register at the end of the day including end of day reports.

**Training**
- Train cashiers in above functions and procedures as appropriate.
- At end of day review deliveries and plantings processed by all cashiers to ensure accuracy and to catch any errors so that any necessary retraining may be done and corrections can be made.
- Review errors made by cashier staff and retrain when appropriate to eliminate future mistakes.
- Act as liaison between management and all cashiers. You are responsible for advising and training cashiers in procedural changes, price changes, upcoming events/sales and price promotions. Advise management of any training and/or competence issues.

**General**
- Assist various departments as workload allows with pricing, cleaning and displaying merchandise.
- Always work on streamlining procedures, meet with management as necessary to revise and rework procedures to optimize operating efficiency.
- Know how to page for assistance using the radio and intercom.
- Make a simple bow
**Requirements**
- Honest, reliable, trustworthy and confidential
- Enthusiastic with a pleasant personality and professional appearance
- Well organized
- Weekend availability April-June

**Desired Traits and Skills**
- Friendly and outgoing personality
- Enthusiasm for retail
- Computer skills and basic troubleshooting knowledge
- Quick learner
- Good communication skills and proficiency in English a must
- Team player
- Desire to succeed
- Able to lift up to 50 lbs. occasionally
- Work in hot weather - inside and out

We offer a pleasant working environment, benefits (Full-time), flexible work schedule (Part-time), and generous store discounts. Interested individuals are invited to apply and interview in person Monday –Friday, 9am-4pm, 250 Atlantic Ave, Freeport. Call 516-378-7357 for directions. All calls are confidential.

*EOE/DFWP/Background Checks Required.*