

Company Name	Position Title 1	Full Time or Part Time	Position Summary
Houchens Industries	Cashier	Full-Time/Part Time	<p><b>POSITION SUMMARY</b> Responsible for working a shift both accurately and efficiently, within Company policy, to ensure that the shift contributes to increased profitability of the store. Receive and disburse money in establishments other than financial institutions. Usually involves use of electronic scanners, cash registers, or related equipment. Often involved in processing credit or debit card transactions and validating checks.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>- Receive payment by cash, check, credit cards, vouchers, or automatic debits.</li> <li>- Issue receipts, refunds, credits, or change due to customers.</li> <li>- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.</li> <li>- Greet customers entering store.</li> <li>- Maintain clean and orderly checkout areas.</li> <li>- Establish or identify prices of goods and services using cash registers, or optical price scanners.</li> <li>- Redeem coupons.</li> <li>- Resolve customer complaints.</li> </ul>

			<ul style="list-style-type: none"><li>- Answer customers' questions, and provide information on procedures or policies.</li><li>- Weigh items sold by weight to determine prices.</li><li>- Calculate total payments received during a time period, and reconcile this with total sales.</li><li>- Compute and record totals of transactions.</li><li>- Process merchandise returns and exchanges.</li><li>- Request information or assistance using paging systems.</li><li>- Stock shelves, and hang tags</li><li>- Compile and maintain non-monetary reports and records.</li><li>- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.</li><li>- Observe schedule shift hours as assigned by store manager and/or assistant manager.</li><li>- Abide by all city, county, state and federal regulations.</li><li>- Give all customers prompt and courteous service.</li></ul>
--	--	--	---

			<ul style="list-style-type: none"><li>- Perform specific tasks as assigned by store manager and/or assistant manager.</li><li>- Notify store manager and/or assistant manager of all cash discrepancies.</li><li>- Operate shift within Company guidelines to achieve sales and profit.</li><li>- Properly record all shift hours worked on the time clock. Verify and sign the time ticket report.</li><li>- Record all sales at time of purchase.</li><li>- Accurately record all markups, markdowns, spoilage and store use of merchandise according to company procedures.</li><li>- Prepare shift-checkout report at the end of shift according to Company procedures.</li><li>- Advise Store Manager and/or Assistant Manager of any personnel situations or policy violations having a negative effect on store operations.</li><li>- Advise any other store cashier with problems concerning store operations to take with store manager and/or assistant manager.</li><li>-</li></ul>
--	--	--	--

			<ul style="list-style-type: none"> <li>- Follow company policy by maintaining a low cash drawer and utilizing the safe, as instructed by store manager and/or assistant manager.</li> <li>- Complete shift-checkout report at appropriate times as instructed by store manager and/or assistant manager.</li> <li>- Follow correct vendor check-in procedures, within company guidelines and as instructed by store manager and/or assistant manager.</li> <li>- Perform a variety of cleaning duties such as cleaning front windows, around check stands, clean out carts, sweep floors, dust shelves and lift and carry trash to outside containers.</li> <li>- Clean parking lot and grounds surrounding the store</li> </ul>
	Stock Clerk	Full-Time	<p><b>POSITION SUMMARY</b>  Receive, store, and issue sales floor merchandise. Stock shelves, racks, cases, bins, and tables with merchandise and arrange merchandise displays to attract customers. May periodically take physical count of stock.</p> <p><b>ESSENTIAL FUNCTIONS</b></p>

			<ul style="list-style-type: none"><li>- Answer customers' questions about merchandise and advise customers on merchandise selection.</li><li>- Observe scheduled shift hours as assigned by store manager and/or assistant manager.</li><li>- Give all customers friendly, courteous and prompt service.</li><li>- Stock shelves, coolers, displays, racks, cases, bins, and tables with new or transferred merchandise and maintain them by keeping them full and fronted at all times.</li><li>- Receive, open, unpack and issue sales floor merchandise.</li><li>- Properly clean and maintain display cases, shelves, equipment and aisles.</li><li>- Compare merchandise invoices to items actually received to ensure that shipments are correct.</li><li>- Properly record all shift hours worked. Verify and sign time sheet.</li><li>- Discuss problems concerning the stock with the store manager and/or assistant manager.</li><li>- Perform specific tasks as assigned by the store manager and or assistant manager</li></ul>
--	--	--	---

	QSR Team Member		<p><b><u>POSITION SUMMARY:</u></b> The Team Member greets and serves guests, prepares product, maintains food safety and sanitation standards, and handles or processes light paperwork. Exceptional guest service is a major component of this position.</p> <p><b><u>TASKS AND RESPONSIBILITIES:</u></b></p> <ol style="list-style-type: none"><li>1. Team member exhibits a cheerful and helpful manner while greeting guests and preparing their orders and trying to upsale and promote new items.</li><li>2. Demonstrates a complete understanding of menu items and explains them to guests accurately.</li><li>3. Uses Point of Sale system/cash register to record the order and compute the amount of the bill. Collects payment from guests and makes change.</li><li>4. Performs cash counts when starting and ending a shift accounting for all money and credit card receipts.</li><li>5. Prepares food neatly, according to recipes and in a timely manner.</li><li>6. Checks products in sandwich unit area and restocks items to ensure a sufficient supply throughout the shift.</li></ol>
--	-----------------	--	--

			<ol style="list-style-type: none"><li>7. Understands and adheres to proper food handling, safety and sanitation standards during food preparation, service and clean up.</li><li>8. Cleans and maintains all areas of the restaurant to promote a clean image.</li><li>9. Understands and adheres to all quality standards, recipes and procedures as outlined in the location operation manual.</li><li>10. Performs light paperwork duties as assigned.</li><li>11. Completes required training courses as directed.</li></ol>
--	--	--	--