



## **Position Announcement**

**To apply, contact Office Manager at 530.252.4209 X 3**

Position: Cashier/Barista – On Call  
Date of announcement: February 20, 2025  
Closing Date: Until Filled  
Salary: \$16.50/hr.

### **Position summary:**

The Cashier/Barista reports to the Store Manager, provides the highest standard of customer service in the sale of store products and preparation of hot and cold beverages, performs cashier duties, stocks product, ensures legal sales of tobacco products, and assists in the maintenance and upkeep of the store grounds and equipment.

### **Responsibilities:**

1. Greet customers in a friendly and courteous manner.
2. Promote sales by describing and/or suggesting products.
3. Prepare and/or serve hot or cold beverages, such as coffee, espresso drinks, blended coffees or teas.
4. Check patron identification to ensure legal sales of tobacco products.
5. Resolve customer service issues; escalating when necessary.
6. Operate a cash register while maintaining an accurate drawer.
7. Clean and/or sanitize work areas, utensils, and equipment.
8. Perform scheduled and interim cleaning and maintenance of store equipment.
9. Monitor temperatures of freezer, refrigerators, or heating equipment for proper function.
10. Order, receive, and stock supplies and retail products
11. Assist with inventory control.
12. Maintain a well-groomed, neat, and sanitary appearance.
13. Observe all company policies.
14. Other duties as assigned.

**Minimum Qualifications:**

1. High School Diploma or equivalent
2. Be at least 18 years of age
3. No record of money or theft related felony or misdemeanor convictions.
4. No record of criminal convictions of any kind in the past five years.
5. Six months of experience dealing with cash registers in a retail environment.
6. Ability to make change accurately.
7. Ability to stand for up to four hours at a time.
8. Ability to lift and carry up to 40 pounds on a regular basis.
9. Ability to bend and kneel to stock shelves.
10. Ability to cope with workplace stress.
11. Excellent written and oral communication skills.
12. Ability to work assigned schedule.

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