

**Monte Vista Cooperative
Job Description**

Job Title: Full-Time Farm Store Check Out
Employee Name:
Department: Farm Supply
Reports to: Farm Supply Manager
FLSA Status: Non-Exempt

Summary: Invoice customers for products sold.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Make tickets for products sold on computer or handwritten tickets.
- Receive cash for products sold or to bill for products sold.
- Responsible for cash in registers.
- Run credit cards.
- Assist department leaders as assigned by supervisor.
- Maintain cleanliness of front counter and surrounding areas and departments.
- Assist all customer in their purchase.
- Maintain communication with department leaders and supervisor via radio and phone during shift.
- Communicates all sales promotions to customers as needed.

Supervisory Responsibilities: This position has no supervisory responsibilities.

Qualifications: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); or one to three months related experience and/or training or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

Mathematical Skills: Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of money and weight measurement, volume and distance.

Reasoning Ability: Ability to apply commonsense understanding to carry out simple one or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle objects, tools or controls. The employee is frequently required to reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in high, precarious places and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

Disclaimer: This job description, indicates that the general nature and level of work expected. It is not designed to cover every activity, duty or responsibility required of the employee.

I agree that I can work in these conditions and that I can perform the job described as stated above.

Employee Signature

Date