



SEKAJJA AGRO FARMS LTD

Position Description

Position Description		
Job Title:	Cashier	
Reports To:	Receivables Accountant	
Supervises:	None	Indirect:
	None	None
Interacts/Interfaces with:	Internal:	External:
	SAF Employees	Clients
Job Summary	<p>The position holder manages all transactions with customers accurately and efficiently whilst ensuring that each transaction is handled with care and attention to detail. The position holder will work under the rules, regulations and guidelines of SAF while ensuring the accomplishment of goals and targets set by Management</p>	
Key Position Responsibilities	<ul style="list-style-type: none"> • Greet customers in a professional manner when entering and/or leaving the shop and provide them with a positive shopping experience. • Accurately collect cash payments and efficiently process customer transactions. • Assist customers with selecting products, purchase decision and answering inquiries about prices • Review and ensure that product prices are accurately uploaded in the system. • Count and reconcile cash drawers at every end of shifts to ensure accurate transactions and bank the day's sales onto SAF collection bank accounts. • Maintain knowledge of current promotions, discounts, and sales to inform customers appropriately. • Accurately and timely issue receipts, refunds, change. • Calmly and professionally resolve customer complaints, guide and provide them with relevant information. • Handle merchandise returns and exchanges. • Thank customers for their business. • Upsell and promote additional products or services to customers • Adhere to security measures to prevent theft. • Collaborate with the management team to implement new procedures or improvements in the checkout or transaction process. • Handle customer transactions with confidentiality and integrity 	



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Success Measures	<ul style="list-style-type: none"> • Accurate customer transactions • 100% customer satisfaction • Evidenced daily banking of cash collections. • Cash reconciliations • Clean and tidy sales shop
Financial Responsibility	<ul style="list-style-type: none"> • Bank daily cash sales collection • Daily sales are posted
Person Specification	
Education & Training	<ul style="list-style-type: none"> • Diploma in Business Administration or related field • At least 1-2 years of experience in a similar field or in a related area
Skills & Experience	<ul style="list-style-type: none"> • Work experience as a Retail Cashier or in a similar role in sales • Basic computer knowledge • Familiarity with electronic sales equipment and/or software like POS • Good numeric skills • Strong communication and time management skills • Customer satisfaction-oriented • Excellent interpersonal and communication skills
Attitude/Motivation	<ul style="list-style-type: none"> • Value adding • Enthusiasm, passion and encouragement to all. • Strong commitment to the mission and values of SAF • Result driven.

Employee Name: _____

Signature: _____

Date: _____