



**Title:** Cashier  
**Department:** Sales yard **Date issued:** 01.01.2025  
**Location:** Waterdown, Trenton & Newmarket locations

## **JOB DESCRIPTION**

### **Job Summary:**

A multi-faceted role that is responsible for processing and ensuring quick, efficient transactions in the Sales Yard Home Gardener or Trade checkout. This is an extremely important position as quick and efficient transactions are a priority to our customers.

This is a role that relies on high attention to detail, accuracy and multi-tasking to best serve our customers. The job involves flexibility to help where and when needed throughout different departments in the sales yard while still prioritizing Point of Sale functions to quickly check out customers.

## **LIST OF RESPONSIBILITIES**

- Turn all on computers, count float, ensuring correct amount is started with each day, and be ready for first customers just before start of shift
- Unlock and open all customer doors
- Greet customers in an upbeat friendly manner
- Processing transactions including cash and carry, planting, delivery and pick up orders
- Answer questions and direct customers to correct department to assist
- Assist customers in locating desired product using map, spacial awareness or radioing for other assistance when needed
- Ensures all correct paperwork is created and delegated to the correct department for all pick up, planting and delivery orders
- Answer phone calls, check voicemail, and take messages if you are unable to assist yourself
- Maintain customer flow and ensure waits are kept at a minimum while customer experience still remains at world class level
- Maintain cleanliness and organization of the checkout are: reporting to supervisor with any stationery needs
  
- Completing daily task list assigned by supervisor for in-between customers. This may include display work, unpacking and pricing incoming product, plant maintenance and care, etc.
  
- Other duties as assigned

## **EXPECTATIONS**

- Arrive 10-15 minutes prior to the start of your shift
- Flexibility to stay past your end of shift based on seasonal peaks (staying until the last transaction is complete and end of day balancing is reconciled)
- Self-motivation on completing the daily task list in between customers, if unsure, asking for direction from supervisor
- Accuracy and time efficiency while completing order invoicing
- Maintaining a friendly and positive demeanor with both customers and co-workers
- Willingness to assist in a variety of roles throughout the sales yard when support is required in other departments

## **RESOURCES REQUIRED**

- POS system
  - Database
  - Dashboard
  - Shopify
  - Grandstream phone system
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- Cannon Nurseries is a diverse & equal opportunity employer. Should you require any modifications during the interview process please connect directly with our Human Resources Manager at 9056897433 ext 195.