

## **Tag Cutter (Gym)/Cashier Job Description**

- Assist Customers to Check-out Quickly
- Cut tags along dotted line/compile in box
- Count number of items and write on sticky note
- Bag all items (unless too large to bag)
- Count number of tags
- Confirm number of items and number of tags match
- Put tags and sticky note in plastic bag
- Give bag to customer and direct them to queue line.

### **Saturday Morning only!!**

- Starting at 9:45 relieve 1<sup>st</sup> Cashier.
- Relieve next Cashier 20 minutes later.
- Continue until all Cashiers have had a break.

### **Cashier Duties**

- Count tags from bag.
- Number of tags must match number on sticky note.
- Scan tags.
- Confirm transaction number and tag number match.
- Write transaction amount and number items on receipt.
- Staple receipt to bag.
- Direct customer to exit.