

## **Tag Cutter in Large Equipment/Breakdown Job Description**

- Assist Customers to Check-out Quickly
- Cut tags along dotted line
- Write up sales receipt
  - Include customer last name
  - Include total number of items
  - Include time and your initials
- Provide sales receipt(s) and tag(s) to customer
- Direct customer to lg. equip. check-out. Ask customer to return with receipt.
- Customer will show you paid receipt
- Mark sale receipt(s) on item(s) as “SOLD” and location either “FRONT” or “BACK”
- Move large equipment, heavy equipment, or multiple items to holding area at back of building. Move light weight or single items to holding area at front of building.
- Breakdown Responsibilities from ~2:00 p.m. – 6:00 p.m.