

# Register Supervisor

**Reports to: Store Manager, Assistant Manager & Manager on Duty**

**Classification: Non-Exempt / Hourly**

**July 2010**

## **JOB SUMMARY:**

This part time position reports directly to the store manager, assistant manager or manager on duty. Oversees all front end store operations.

## **ESSENTIAL FUNCTIONS:**

1. Greets customers as they enter the store.
2. Thanks customer as they exit store. Check for receipt of purchase as needed. (Possible Theft)
3. Delegate's tasks to front end associates as needed.
4. Calls for additional cashiers when needed.
5. Oversees carts in the lot.
6. Follows loss prevention and safety procedures to protect company assets.
7. Conduct cash pick ups daily.
8. Ensuring that your work area is clean, well organized and has sufficient supplies to complete assigned duties.
9. Offer load out assistance when needed.
10. Authorizes ALL returns, corporate checks, approval of checks, rain checks, item edits, voids and store charges.
11. Manages all front end personnel daily work schedules, breaks and lunches.
12. Other duties and responsibilities may be required as assigned.

## **ADDITIONAL RESPONSIBILITIES:**

Completes special projects directed by management and additional responsibilities may be assigned throughout the store at any given time. Must be available to work days, evenings, week-ends & holidays.

## **MINIMUM REQUIREMENTS OF TRAINING AND EXPERIENCE:**

Ideal candidate must be at least 18 years old and have at least 6 mos. of retail experience, leadership and customer service skills.