

Cashier job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: Nonexempt
- Pay range: [\$X to \$Y per hour]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're hiring a cashier to give our customers a quick, accurate, and friendly checkout, and to help keep the front of the store running smoothly.

What you'll do

- Greet customers and process purchases, returns, and exchanges accurately.
- Handle cash, cards, and mobile payments, and balance the register at the start and end of each shift.
- Answer questions about products, prices, sales, and store policies.
- Check ID for age-restricted items as required by law and store policy.
- Bag merchandise carefully and help customers carry heavy items when needed.
- Keep the checkout area clean, stocked, and organized.
- Help with stocking, facing shelves, and other tasks during slow periods.
- Follow cash handling, loss prevention, and safety procedures.

What you'll need

- Comfort with basic math and handling cash.
- Friendly, patient communication with customers.
- Ability to stand for the length of a shift.
- Availability for [days and shifts], including some weekends and holidays.

Nice to have

- Previous cashier or retail experience.
- Bilingual in a language common among our customers.

Skills

Customer service, Accuracy with cash, Speed under pressure, Patience, Dependability, Teamwork.

Physical demands and work environment

Store setting. Requires standing for long periods, repetitive scanning and lifting of items up to 25 pounds, and occasional bending and reaching.

Pay and benefits

[\$X to \$Y per hour], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$15.81 (BLS OEWS, May 2025, SOC 41-2011, Cashiers).
- Median annual equivalent: \$32,880 (hourly median x 2,080 hours).
- Mean annual wage: \$33,180.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Nonexempt (overtime eligible). Duties and pay decide overtime eligibility, not the job title.

Cashiers are nonexempt and must receive at least the federal, state, or local minimum wage, whichever is highest, plus overtime. Under the FLSA's child labor rules, 14 and 15 year olds may work as cashiers but only limited hours, not during school hours, and not past 7 p.m. for most of the year (9 p.m. from June 1 through Labor Day). Several cities and Oregon have predictable scheduling laws for large retail and food employers that require advance notice of schedules.

How to customize it

- Lead with schedule flexibility and the hourly pay range.
- Say whether you hire 16 and 17 year olds or require applicants to be 18 or older.
- Mention employee discounts and paid training.
- Keep the posting under 300 words. Cashier applicants often apply on a phone.

Interview questions

1. Tell me about a time you dealt with an upset customer.
2. What would you do if your drawer was short at the end of your shift?
3. How would you handle a line that suddenly gets long?
4. Which days and hours are you available?

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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