

CASHIER RULES AND REGULATIONS

1. You must be facing the till at all times when the drawer is open and be watching it.
2. You may not lick your fingers to open packets. This is a dismissible offence.
3. Cashiers may not borrow or lend change from one cash register to another nor transfer money from one to another for any reason without permission from the manager.
4. Cashiers may not smoke in the view of the public and are not allowed to eat sweets, drink cold drink, chew gum or read books/magazines while on duty.
5. Cashiers are not allowed to talk on cellphones while on duty. If this persists, all cellphones will be confiscated.
6. Cashiers are not allowed to talk to friends or relatives while on duty.
7. You may not serve family or friends.
8. You may not allow any goods to pass through your checkout area unless they have been rung up on your till and paid for.
9. Don't ever guess prices. Ask the supervisor if you have any doubt. If there is a badly marked item you should call the supervisor to get another product that is properly marked. This goes for items not scanning: they are to be put in a basket under your till for the GRV clerk to repair the following morning.
10. Cashiers may not leave the till to do price checks. This is a supervisor's function.
11. **Do not accept cash from a customer until you have finished packing all groceries.**
12. The cash register slip must be handed to the customer or put into the bag containing her purchases. **No cash slip may be left behind by the customer.**
13. All mistakes made by you may only be rectified by the supervisor and signed by the supervisor.
14. Cash refunds, voids or other payments may only be done by a manager or supervisor and only once you have received the paperwork authorised by your supervisor.
15. The drawer of the cash register may not be opened for any other reason than to complete a sale except to put in the float in the morning, change through the day and to take it out at the end of the day.
16. The cashier is entirely responsible for the till she is working on.

