



Retail Store Closing Lead

We are seeking a reliable, detail-oriented **Closing Retail Key Holder**, who is over 18 years old, to manage evening operations. In this role, you will balance excellent customer service during final shopping hours with structured end-of-day procedures. Your primary goal is to leave the sales floor, inventory, and register tills in perfect condition for the morning opening crew. We are looking to hire and train two individuals for shifts from 4 to 7 Monday-Friday and alternating Saturdays.

Responsibilities

- **Greet and assist** evening customers warmly, guiding them to dinners and other products to ensure a smooth shopping experience.
- **Operate point-of-sale (POS) registers** efficiently during peak evening rushes and final checkout.
- **Restock low inventory** on the shelves from the stockroom to prepare for the next business day. Organizing displays as necessary.
- **Simple inventory management** of cycle counts and identifying expired items, reporting or disposing of them according to store policy.
- **Sweep, dust, and mop** the sales floor, checkout areas, and entryways.
- **Finish any remaining dishes and empty all trash receptacles** across the store and take refuse to the outdoor dumpster.
- **Sanitize high-touch surfaces** including register counters, pin pads, shopping cart handles, and restrooms.
- **Count cash drawers** accurately, reconciling sales receipts and placing the starting till amount back in the register.
- **Lock all exterior doors and windows and turn off non-essential electronics and equipment**; ensure building is secure and safe.

Qualifications & Requirements

- **Age Requirement:** Must be 18 years of age or older (required for cash handling and night-lock security protocols).
- **Experience:** Previous retail, customer service, or cash-handling experience is preferred but not required.
- **Physical Ability:** Ability to stand for long periods, walk the sales floor, and lift up to [40 lbs].
- **Skills:** Strong basic math skills for cash counting, sharp attention to detail, and a high level of trustworthiness.
- **Availability:** Flexible evening availability, from 4 to 715pm , including alternating Saturday shift and availability around the Thanksgiving holiday.
- Pay scale \$17 to \$22 an hour based on experience, raise following completion of 60 day probationary period. Toast POS experience is desirable and rewarded. Holiday bonuses and accrued paid time off with 20 hours or more a weekly. Kitchen items and employee discount.