

Manila Mart is a family owned business that started in 1996. We serve the community as a Filipino/Asian grocery market that also serves some of the best authentic Filipino food in the area. We take much pride in every service we provide. We're looking for highly motivated, customer service oriented individuals to join our team and mission!

#### Cashier / All-Around Front House

- Past experience as a cashier preferred (but not required)
- Multiple opportunities for raises and promotions based upon your performance and experience
- Flexible Scheduling

#### Expectations

- Provide excellent customer service skills
- Have great communication skills, maintain a positive attitude, arrive promptly when scheduled to work, have great critical thinking skills
- Have the ability to multitask and perform well in a fast pace environment
- Maintain honesty and integrity in the work place
- Willing and open to learning names of Filipino groceries and menu items in a timely manner
- Must be willing to work for the company for at least 1 year of hire date
- Must be 18 years of age or older
- Must pass code exam with a score of 30/35 or better before first day of work
- Be physically capable of lifting items at least 30lbs in weight with no difficulty

#### Job Duties

- Learn all daily menu items and catering menu in a timely manner
- Learn the codes of all daily menu items, frozen seafood, and vegetables
- Scan grocery items and input weight of seafood & vegetables and ensure pricing is correct
- Take customers' orders, answer phone calls
- Dispense correct change
- Take money in form of cash, credit card, debit, or check
- Issue receipts and refunds
- Count money in cash drawer at the beginning of shifts and at the end of shifts and report them in the log book
- Bag items carefully, learn to change receipt paper as needed
- Learn how to use Maryland Lottery machine
- Learn how to process money remittance transactions through New York Bay Remittance laptop
- Keep checkout area clean and organized
- Return unwanted items to shelves properly
- Learn the name of all the products we sell and their locations
- Take Inventory
- Keep shelves organized and stocked at all times

Salary: \$11.00 - \$15.00/hour

Part Time & Full Time hours available

#### Benefits:

Paid Time Off (Full-Time Only)

1 free meal per 8hr shift + Free Water

\*Life Insurance Benefits (In the planning stages)

10% Employee Discount on Hot Food & Groceries (excludes consignment products gwenies, casa Victoria, etc)

5% off Catering Orders & Consignment Products (Empanadas, Gwenies, Casa victoria, etc)

(1) Free Manila Mart T-Shirt

Thanksgiving Day, New Year Eve, & Christmas Eve are major holidays for our company. All employees are expected to work these holidays, unless given proper and timely notice to management for excused absence. If Interest in position, please send cover letter and resume to [manilamartbeltsville@gmail.com](mailto:manilamartbeltsville@gmail.com) with a fully completed application form.