

Cashier Position Summary

The convenience store cashier position is a very important Team Member. A cashier provides the highest degree of service to all customers, ensuring courtesy, honesty and accuracy at all times, while following all pertinent laws and procedures. A cashier is always expected to greet and serve guests, process register transactions, prepare food, maintain food safety and sanitation standards, and handle or process light paperwork. Customer service as a major component and the most important responsibility of the position.

Essential Functions/Responsibilities

- Customer service - assists customers with their purchases in a friendly and courteous manner, including greeting all inside and outside customers; providing information on products and their location; using suggestive selling techniques; accurately ringing up purchases, accepting payment, and giving change; and providing any additional courtesy services within reason.
- Assists in maintaining the Company image inside and outside the building by completing all assigned housekeeping duties, including stocking, facing, cleaning, and ensuring that the Company standards are met at all times. Checks in, prices, and stocks merchandise as assigned. Contributes to company image by wearing the company approved uniform at all times including a name tag throughout the shift.
- Complies with all procedures for handling, controlling and accounting for company monies, merchandise, food & beverage, gasoline, and lottery during the assigned shift. Displays the highest degree of integrity while working for the Company, and when dealing with the general public. Complies with all security procedures and accurately handles all monies received according to Company procedures.
- Responsible for maintaining various food service programs, where applicable, including: product handling, operating procedures, quality control assurance, sanitation, merchandising and routine equipment maintenance. Prepares food neatly, accurately and in a timely manner. Checks and restocks items to ensure a sufficient supply throughout the shift. Demonstrates a complete understanding of menu items and explains it to guests accurately. Exhibits a cheerful and helpful manner when dealing with guests.
- Adheres to all laws, regulations, and policies that affect the Company's operations, including alcohol and tobacco sales, lottery sales and redemption, government assistance program usage, sanitation and food handling, gasoline sales, and perishable products. Ensures that all safety precautions and procedures are complied with while on duty. Understands and adheres to all quality standards, formulas and procedures, and proper food handling/food safety requirements.

Non-Essential Functions/Responsibilities

- Performs other duties and responsibilities as requested by authorized personnel

Education/Training Requirements

- High school diploma or GED equivalent desired

Skills/Abilities Requirements

- Excellent customer service skills
- Effective written and verbal communication skills
- Motivated self-starter that is willing to work as part of a team
- Must be able to lift 25 to 35 pounds

Benefits

- Competitive Pay
- Flexible Schedule
- Advancement Opportunities
- Fast Paced Environment
- Continuous Training and Development
- Work with Great People
- Relaxed Work Environment

Job Type: Full-time and Part-time

Experience:

- customer service: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)