

POSITION DESCRIPTION

CASHIER/STOCKER – CHEVRON

GENERAL PURPOSE: The Cashier/Stocker assists with the day to day operations of the store. The Cashier/Stocker will operate the cash register. And interact with the customers, stock shelves and clean. The Cashier/Stocker answers directly with Lead Cashier/Supervisor and Manager. Inventory, and promote the station to your customers and community. Store Cashier/Stocker help maximize sales and profits by using sound business practices to implement sales strategies while setting a standard for customer satisfaction by making the store a model of the Yavapai-Apache Nation.

SUPERVISION RECEIVED:

Supervised by Assistant Manager

QUALIFICATIONS:

- Money handling skills
- Basic math skills
- Strong communication skills
- Excellent customer service skills
- Desire to be part of a performance-driven team
- Able to stand for extended periods of time
- Willing to work weekends, flexible hours
- Must be 19 years or older

DUTIES AND RESPONSIBILITIES:

- Keep store and grounds clean and free of hazards, stocking and cashiering
- Address all issues, inside and outside the store, empty trash, clean up spills
- Deep clean restrooms, mopping, sweeping, wiping the walls down, countertops and stall dividers and mirrors
- Clean bug buckets and replace worn squeegees, sweep up litter, and cigarette butts, check and replace paper as necessary in CRIND (card reader in pump)
- Clean up any spills at gas pump, dirt, debris, clean pumps and hoses
- Interact with your stores community to make the Whitehills Chevron a model community convenience store.
- Must obey all tobacco and alcohol laws.

PHYSICAL REQUIREMENTS:

This position requires constant standing, bending and reaching with a moderate amount of manual dexterity. Frequent lifting of 1 to 5 pounds and occasional lifting of up to 40 – 50 pounds are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Employee Acknowledgement

Date