

Job Description

Job Title: Team Member "Cashier"

Our *Team Member "Cashier"* position is great for the person with superior customer service skills. Whether you are just starting out or have previous experience, if you are good with people, we're interested in talking to you! Our 5-day training program and follow-up training methods will make you comfortable and confident in the workplace. If you are interested in advancement, many of our management team members have come from our cashier position. Benefits are available to eligible team members. Flexible scheduling is available. We have part-time, full-time, days, and nights. Many of our sites are open 24 hours.

You can Apply online or at our Nearest Location.

Summary: Receives cash from guests or team members at a Flyers Store in payment for goods or services by performing the following duties. Is responsible for the proper and efficient operation of his or her shift, within Company policy, in such a manner as to ensure that the shift contributes to the increased profitability of the store. This position reports to the Store Manager in charge of the location.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Give all guests prompt and courteous service.
- Promote and support Company image standards.
- Computes or re-computes bill, using the cash register and gasoline console to show amount due.
- Makes change, cashes checks, processes credit/ATM cards and issues receipts or tickets to guests.
- Prepares a shift-change report at the completion of shift in accordance with company guidelines.
- Operates cash register by ringing all purchases into the proper department on the cash register, per company policy.
- Quotes price and describes features of items for which money is received.
- Accurately posts markups and markdowns, store use of merchandise, voids, and damaged merchandise, within established guidelines.
- Suggest additional merchandise to the guest at the time of their purchase.
- Responsible for controlling inventory while on duty.
- Follows Company policy with regard to excessive cash in the cash register, coin box, and safe as directed by the Store Manager.
- Stock and front face coolers, drink boxes, store shelves, and displays.
- Properly clean and maintain equipment in the food service area.
- Checks refrigeration equipment for proper performance a minimum of once per shift.

- Cleans windows, floors, shelving, counters, outside concrete, parking lot, restrooms, and gasoline dispensers to ensure they remain clean at all times.
- Completes a Shift Safety Report prior to beginning a shift.
- Follows correct vendor check-in procedures as defined in the Training Guide.
- Uses Intercom to greet guests on fuel island and provide fuel island service.
- Instructs guests on how to use self-serve equipment.
- Presents a neat, clean appearance in uniform as prescribed by the Company.

GENERAL RESPONSIBILITIES:

- Perform specific tasks as assigned by the Store Manager.
- Adheres to all city, county, and state regulations.
- Follow the work schedule as posted, unless a change in schedule is arranged with the Store Manager.
- Stay familiar with the Company Price Book, Training Guide, ABC & Safety Manual, Store Personnel Handbook, and bulletins.
- Ensure Store Manager is made aware of all sales, cash, or operating discrepancies.
- Properly posts all hours worked daily on the timesheet, and sign verifying all hours worked at the end of the pay period.
- Work in a "SAFE" manner at all times and report all accidents immediately.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School diploma or general education degree (GED): or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to guests and other team members. Ability to communicate with guests using the intercom system for instructions and plus selling.

MATHEMATICAL SKILLS: Ability to add and subtract in order to make change, complete shift reports, and account for numbers of a variety of products during vendor check-in. Ability to perform these operations using units of American money and quantity.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the team member is regularly required to stand and talk or hear. The team member frequently is required to walk. The team member is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The team member must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the team member occasionally works in high, precarious places; in outside weather conditions; and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, and risk of electrical shock. The noise level in the work environment is usually moderate.