



Job Description

Full Time Cashier

Hours for Full Time Staff can vary based on the needs of the store to give proper customer service. Stores that are not 24 hour may have shorter or longer shifts as needed. Basic shifts are:

- 1st: 6 am to 2 pm
- 2nd: 2 pm to 10 pm
- 3rd: 10 pm to 6 am

As an employee you are expected to work diligently and keep the interest of the company in mind at all times. Our policy is to deal with our employees fairly and honestly, and we would expect the same from you. We recognize and respect each employee as an individual with personal ambitions and goals. In order for you to grow along with us, we would expect you to share the ambitions, problems, successes and rewards of Quik Shoppe, and by both of us working together could make our company a great place to work.

EXPECTATIONS:

Customer Service

- Greet customers as they enter the store.
- Exceed ALL of their expectations.
- Always thank the customer and ask them to come back.
- Suggestive Selling is required.
- Dependable
- Follow the Quik Shoppe dress code.

Shift Duties

- Keep Coffee and Fountain area fresh, well stocked and clean.
- Outside lot should be free of litter and trash emptied.
- Store clean, neat and shelves free of dust. Windows and doors clean, floors swept and mopped. Dining area and microwaves clean.
- Bathrooms checked hourly and cleaned as needed.
- Keep sales floor and cooler stocked and free of trash.

Sales and Paperwork

- ALWAYS verify age when selling alcohol, cigarettes and lottery.
- Maintain a neat work area; complete all paperwork efficiently and accurately.
- Have good cash handling skills needed to maintain a balanced register operation.
- Be able to sell money order, lottery, and phone cards effortlessly.

Communication

- Communicate to the manager all items that have scanning problems, wrong price or possibly not scanning.
- Relay situations involved with security of the store that occurred on your shift, shoplifting, customer injuries, etc.
- Communication with the manager is good teamwork.

The above listed duties are essential functions and other duties may be required. Duties are subject to change at the discretion of management.