



STORE CLERK

SUMMARY

Perform a variety of retail functions which derive the highest levels of customer service.

ESSENTIAL FUNCTIONS: Including the following (other duties may be documented and assigned by management and some duties may not apply dependent upon the requirements of the position at each specific Tarter site and/or the strengths of the employee and the needs of the company):

1. Perform front-end cashier duties including operation of cash register, credit card system, and gas management systems.
2. Greet customers and assist by answering questions or complaints.
3. Check-in , stock, and mark prices on all freight.
4. Perform opening and closing duties.
5. Prepare and serve hot and cold food items, and use grill.
6. Receive payments by cash, check, credit cards, vouchers, or automatic debits..
7. Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.
8. Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
9. Provide customers with directions to local sites.
10. Verify age of customers on tobacco products.
11. Restock shelves as needed.
12. Upsell products to customers.



QUALIFICATIONS

Knowledge, skills & abilities: Must be able to perform each essential duty satisfactorily. Effective interpersonal, organizational, verbal and written communication skills required. This position performs job duties in an ethical and professional manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Excellent verbal and written communication skills.
2. Basic math and computer skills.
3. Excellent organizational skills, able to multi-task.
4. Flexible to work different shifts as needed.
5. Excellent customer service and interpersonal skills.
6. Self- motivated and able to complete tasks without constant direction.
7. Trustworthy.

WORKING CONDITIONS

Fast paced Convenience Store setting. Able to stand for extended periods. Frequently required to lift 25 pounds to chest or above, occasionally required to lift 40 pounds to waist.

TARTER®

FARM AND RANCH EQUIPMENT

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