



JOB DESCRIPTION

POSITION	Customer Service Cashier
REPORTS TO	Gas Bar Manager
WAGE PER HOUR	17.50
DATE	May 23, 2024

JOB SUMMARY:

Reporting to the Gas Station Manager, the Gas station cashier participates in all areas of day-to-day operations such as sales, processing payments, maintaining the store image, providing excellent customer service, and other duties as directed.

JOB RESPONSIBILITIES:

As the Customer Service Cashier, you will be responsible for the following duties:

- Greet customers and always provide excellent customer service.
- Describe current promotions and advertisements to customers.
- Handle payments by cash and credit card using a computerized point of sale system.
- Use electronic scanners, cash register, or computers.
- Give receipts, refunds, credits, and assist customers.
- Checking identification to prevent underage purchasers of tobacco products.
- Cleaning and maintaining the facility, including washrooms, and restocking merchandise.
- Ensure that safe work practices are followed including using proper lifting techniques and keeping the store clean and tidy.
- Other duties as required.

JOB REQUIREMENTS AND QUALIFICATIONS

- Previous customer service or retail experience preferred.
- Individuals must be available to work at least 4 shifts per week including evenings and weekends.
- POS Experience preferred.
- Excellent communication skills.
- Attention to detail.
- Submit a satisfactory criminal record check.
- Able to work in a fast-paced environment.