

Kwik Fill – Cashier/Attendant

Essential Job Functions (listing most important first):

1. Customer Service/Suggestive Selling
2. Accurate operation of registers
3. Stock, clean, and maintain a safe work environment.
4. Complete shift paper work.

Requirements

The Cashier/Attendant will promptly and courteously serve all customer needs inside the store and monitor the activity of all motor fuel customers. At full serve stores the Cashier/Attendant will promptly and courteously serve the needs of the motor fuel customer.

- A. The Attendant will:
 - a. Give appropriate customer service,
 - b. Greet customers with a smile,
 - c. Suggest merchandise purchases to all customers,
 - d. Operate the cash register accurately,
 - e. Price, stock and face merchandise. Stocking merchandise includes, but is not limited to, gondolas, shelving, counters, walk-in coolers, upright coolers and backroom storage areas. At times this may entail lifting weights of 50 lbs. or more to accomplish certain stocking requirements,
 - f. Maintain location in accordance with the maintenance policy,
 - g. Follow all security and safety procedures,
 - h. Account for all shift transactions accurately,
 - i. Present a neat and clean appearance at all times,
 - j. Wear a Kwik Fill/Red Apple uniform at all times,
 - k. Perform other duties as may be assigned by the Manager or Assistant Manager, for example;
 - i. Cleaning restrooms
 - ii. Cleaning floors
 - iii. Cleaning gondola sections
 - iv. Sweeping the driveway
 - v. Minor painting