



## **Team Member**

### **Position Description**

#### **I. PURPOSE/FUNCTION (JOB SUMMARY):**

This position is responsible for associating with guests and co-workers in an energetic, positive, friendly, and accommodating fashion. The Team Member is responsible for a variety of functions including:

- Accurately handling significant amounts of cash and credit transactions with the help of a cash register
- Merchandise display and stocking
- Maintaining store cleanliness and sanitation
- Providing excellent customer service going above and beyond the expected for our guests.

#### **II. ESSENTIAL FUNCTIONS:**

- The Team Member operates a cash register in completing all in store transactions to maximize the accuracy of inventory and store merchandising activities.
- Provide guests with a clean and well-stocked store.
- The Team Member will clean floors of the store, bathrooms, and work area daily.
- Will clean and sanitize bathroom fixtures and assure an adequate supply of hand towels, soap and toilet paper in each bathroom not less than once per shift. The team member will maintain restrooms throughout shift.
- Will empty trash containers inside and outside of the store when necessary, but in no event, not less than once per shift.
- Makes sure debris and trash is picked up outside of the building on a daily basis, but in no event, not less than once per shift.
- Ensure deli area and equipment is well stocked and clean.
- Places fresh and appealing food product into food cooking and preparation equipment, monitors such product through out the shift for proper presentation and temperature. Removes excess product from the equipment in the appropriate time frame.
- Properly clean and sanitize all food equipment and preparation surfaces.
- Balances cash register with cash, credit, debit, etc. in drawer, at the end of every shift and verifies the totals balance before ending the shift.
- Follow and satisfactorily complete all shift responsibilities daily.
- Provides a list of products not properly scanning and presents it to the store manager.
- Provides a list of needed merchandise, cleaning and maintenance supplies to the store manager.
- Must properly check for age identification for all sales of tobacco and alcohol products.
- Maintains washer fluid and paper towels at pumps.
- Must always maintain a friendly, outgoing, cooperative, and accommodating attitude and work constitution.
- Must appear for work well groomed, in clean and appropriate work attire, and acceptable hygiene during each shift.
- Receives product delivered by suppliers accurately and places such product into appropriate area in the store.
- Stocks shelves/coolers with food/drink merchandise according to date codes, and properly rotates

according to correct bar code, pricing, and date code.

- Any other associated function required to complete the tasks assigned by the Manager.

### III. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- High School diploma or GED preferred.
- Basic understanding of counting cash and balancing cash with register receipts.
- Must understand basic food preparation and sanitation processes.
- Must be able to lift 50 pounds on a routine basis.
- Must be able to bend, twist, turn, stand and lift a minimum of 50 lbs on a routine basis.
- Ability to work well under pressure while maintaining exceptional customer service.
- Good interpersonal skills to work with managers, co-workers and guests.

### IV. Work Hours

- Part-Time and Full-Time positions available.
- Flexible scheduling including day shift, night shift and weekend work.