

## Sales Associate

### **Job Summary**

The Sales Associate is a key employee in maintaining good customer service. Responsible for serving customers and accurately recording all sales, as well as assisting with merchandising responsibilities, such as stocking, pricing and keeping the store neat, clean and organized. The Sales Associate reports to the Assistant Store Manager or Store Manager, as designated.

### **Key Responsibilities**

- Provides prompt, courteous customer service
- Rings up all sales on cash register, properly and accurately handling money, checks and other types of payment received for products sold
- Performs multi-function operation of fuel console, lottery and money order machines
- Performs housecleaning duties necessary to maintain store cleanliness and basic upkeep and/or cleaning of all equipment in the store
- Assists in maintaining proper inventory levels and shift audits
- Controls merchandise, cash shortages and other selling expenses
- Performs all duties with minimal supervision; may be required to work irregular hours, attend job-related meetings and perform other duties as assigned

### **Qualifications**

- High School diploma or GED preferred
- Previous retail experience preferred
- Ability to perform the essential duties
- Ability to work irregular hours such as shifts, holidays and weekends
- Successfully pass pre employment process