



Louise Davis
Chairperson
Rile Webster
Vice-Chair
Gwen Wolfin
Secretary/Treasurer

P.O. Box 1087
Burney, CA 96013

Ajumawi-Aporige-Astarawi-Atsugewi-Atwamsini-Hewisedawi-Hammawi-Ilmawi-Itsatawi-
Kosalekte-Madesi

Mini Mart Casher/Gas Attendant

Reports to the: Mini Mart Manager

Salary: DOE

Summary:

Performs duties in the store in a customer service friendly, efficient and profitable manner that promotes superior staff, customer and vendor relations.

Essential Functions:

- Performs cashier duties: operates cash register to itemize and total grocery and related items purchased; calculates total payments received at the end of work shift and reconciles with total sales.
- Ensures all paperwork is complete and processed for each work assignment.
- Balances out tills at the end of each shift.
- Assists in operation of a computerized inventory record keeping and reordering system.
- Receives merchandise and stocks shelves, coolers, freezers, and bins with a variety of grocery and related items.
- Ensures merchandise is marked with accurate pricings, refers to store Pricing Guide as needed.
- Sets up signs and displays to promote movement of merchandise.
- Ensures the deli area is fully stocked and clean at all times.
- Ensures the store is clean and organized; performs general maintenance and custodial work, such as mopping, dusting and picking up trash.
- Provides customer service in a professional manner; assists customers and responds to questions and requests in a pleasant, timely and helpful manner.
- Addresses customers' concerns/complaints; seeks timely and amicable resolutions.
- Complies with all departmental, company, state and federal laws, policies, procedure and any other applicable rules and regulations.
- Adheres to all established safety standards, ensuring compliance with company safety policies and procedures, TOSHA and OSHA regulations.
- Performs other duties and special projects as assigned.

Knowledge, Skills, and Abilities (Minimum Qualifications):

- High School diploma or GED preferred.
- Must be over 18 years of age.

- Must have excellent customer service and employee relations skills.
- Ability to add, subtract, multiply and divide; also may compute discounts, fractions, ratios and percentages.
- Must possess a current and valid Food Handler's Card.
- Ability to work irregular hours, including nights, weekends and holidays.

Physical Demands / Work Environment:

- Manual and finger dexterity as required to perform daily job duties.
- Ability to occasionally sit for prolonged periods of time.
- Ability to frequently walk and/or stand for prolonged periods of time.
- Ability to frequently lift and/or move up to 35 pounds.
- Ability to occasionally lift and/or move up to 50 pounds.
- Ability to frequently bend, squat and/or stoop.
- Ability to frequently reach, climb and/or crawl.
- Frequently exposed to outside weather conditions, including variations in temperature and precipitation.

These requirements need to be met to represent knowledge, skill and/or ability to perform job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.