

JOB DESCRIPTION
(POSITION SPECIFICATIONS)

POSITION TITLE: _____ Sales Associates _____

REPORT TO: _____ Store Manager _____

DATE JOB ANALYSIS COMPLETED: _____ Reviewed: _____

****NOTE:** You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment to the interviewer and suggest the kind of accommodation that you believe would be appropriate.

Minimum Qualifications:

1. High School diploma or GED preferred.
2. Experience in retail sales preferred.
3. Ability to perform the essential duties and to work in the conditions described below.
4. Ability to work with the equipment, tools, and material listed below.
5. Ability to arrive at job site timely.

Essential Duties:

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

FUNCTION ANALYSIS

Mental Functions:

1. Must be able to communicate orally and in writing in English.
2. Must be able to compare similarities and differences between words and between series of numbers.
3. Must be able to perform the four basic arithmetic operations.
4. Must be able to comprehend and utilize instructions as given.

(OVER)

Physical Functions:

1. Must be able to stand and/or walk up to eight hours per day.
2. Ability to occasionally lift and/or carry up to 30 pounds from ground to overhead up to thirty minutes of work day (i.e., assisting in stocking/maintaining inventory levels).
3. Ability to lift and/or carry up to 60 pounds from ground to waist level (i.e., to replenish soda fountain syrups).
4. Ability to lift and/or carry up to 40 pounds from ground to waist level up to thirty minutes of work day (i.e., stocking/maintaining inventory).
5. Ability to push and pull with arms up to a force of 20 pounds (i.e., utilizing hand-truck).
6. Ability to bend at waist with some twisting up to one hour of work day.
7. Ability to grasp, reach and manipulate objects with hands up to all day. This hand work requires eye-hand coordination, and may require bilateral coordination of hands up to four hours of work day.
8. May be required to climb a ladder to store or retrieve materials and /or place or remove signs.

Working Conditions:

1. Employee performs approximately 95% of work indoors.
2. Employee is exposed to intermittent indoor cold temperature extremes when working in walk-in cooler or freezer).
3. Employee is exposed to intermittent noise (i.e., cash register, telephone).
4. Employee works with minimal direction and periodic supervision.

Equipment, Tools, and Material:

1. Employee utilizes the following electronic equipment: telephone, cash register, fuel console, lottery machine, money order machine, microwave, grill, and nacho machine.
2. Employee utilizes the following manual equipment: flat cart, hand-truck, grocery basket, rubber gloves, mop, broom, and degreaser/defoamer.
3. Employee handles liquids, cloth, plastic, glass, paper, rubber, and cleaning solvents.

The above statements reflect the general qualifications, duties, and/or responsibilities necessary to identify the job and are not necessarily intended to set forth all of the specific requirements of the job.