



Moricetown Gas Bar & Convenience Store

Address: 201 Beaver Road, Moricetown, BC V0J 2N1

Phone: (250) 847-2131

Fax: (250) 847-8006

Job Posting: Part-Time/On- Call Cashier APPLICATION DEADLINE: JUNE 10, 2016

Applicants must be available; evenings, weekends and holidays/community events. Follow the work schedule as posted, unless a change in the schedule is arranged with the store manager.

Customer Transaction

- Efficiently operate cash register making sure to ring all sales and managing cash and credit/debit cards as directed by your manager.
- Operate lottery/lotto terminal.
- Operate gasoline intercom and console.
- Operate shift within all company guidelines.

Housekeeping

- Tolerate exposure to gasoline fumes and cleaning products.
- Sweep and mop floors.
- Clean shelving and racks.
- Clean and sanitize restrooms.
- Clean and organize cooler.
- Clean all windows, doors, and cooler doors.
- Empty trash inside the store and on the lot.
- To perform other tasks assigned by the store manager.
- Can clean the parking lot and ground surrounding the convenience store.

Stocking and Pricing

- Can lift up to 50 pounds, and carry cases of milk cartons, soft drinks and juice containers.
- Stock items on shelf and racks.
- Keep coffee counter stocked with coffee, hot chocolate and condiments
- Rotate all stock and pull out of date stock off the shelf and store in the backroom for supplier credit.
- Stay familiar with the products and prices in the store
- Complete the shift check in procedures before starting the shift and complete check out procedures at the end of the shift.
- Practice good cash control at all times.
- Follow correct vendor check in procedures as defined in the operations manual and as directed by the store manager. Make sure you check every item delivered by the vendor and match with the invoice.

Please note that we accept resumes for this position on an ongoing basis in order to build a pool of potential candidates. When a position becomes available, we will review applicants at that time. Due to high volume of applicants we receive, only those selected for interviews will be contacted.