



C-Store Cashier

Position Title: C-Store Cashier

Department: Retail

Reports To: Store Manager

FLSA: Non- Exempt

SUMMARY: We are looking for individuals to complete the below tasks and responsibilities while maintaining the core values and mission of Missouri Valley Petroleum. Employees must be dependable, strong communicators and offer the highest customer service possible.

Main tasks and responsibilities (include but not limited to):

1. Interact with and help customers
2. Handling cash and credit card transactions
3. Resolve customer complaints
4. Assist in cleaning of store inside and out
5. Properly ID customers for tobacco, alcohol and lottery sales
6. Stocking the store shelves and assisting in inventory counts
7. Responsible for deposits, reports and entering sales
8. Food & drink preparation
9. Theft prevention/monitor store and pump activity
10. Training new employees

Requirements:

1. Ability to bend and lift up to 50 pounds.
2. Ability to climb ladders.
3. Strong communication skills.
4. Ability to work flexible hours (Including some holidays and weekends)
5. Basic math skills.

EDUCATION AND EXPERIENCE:

Prior work in the retail is a plus but not a requirement.