

JOB DESCRIPTION

Sunmart, Inc.

Job Title: Shift Leader

Reports To: Store Manager

Summary

The sales associate provides prompt, courteous service to all Sunmart customers and performs all assigned store duties under the direction of the Store Manager.

Responsibilities

- Rings up all sales on the cash register; properly and accurately handles money and all other types of payment received for products sold.
- Practices selling plus provides prompt, courteous service to all Sunmart Customers.
- Handles customer complaints in accordance with the stated customer complaint guidelines at your store.
- Keeps merchandise current, stocked, faced, and cleaned properly priced at all times.
- Maintains a neat, clean, personal appearance at all times.
- Performs those housecleaning duties necessary to maintain store cleanliness; performs basic upkeep and/or cleaning of all equipment in the store as required and specified by the store manager.
- Knows and follows company policy and procedures for the sales of alcoholic beverages, cigarettes, lottery tickets and any other items requiring proof of age or restricted hours of sale.
- Knows and follows company policy and procedures for check cashing, check acceptance and returned checks.
- Knows and follows company policy and procedures for food stamps and manufactured coupons.
- Assists the store manager in maintaining proper inventory levels and assists in the preparation of regular inventories.
- Knows and follows company policy and procedures for carrying out shoplifting and robbery preventive measures.
- Controls merchandise and other cash shortages and other selling expenses.
- Conducts shift audits according to Base Operational Standards, with incoming employee.
- Does not disclose any confidential or proprietary information regarding the Sunmart Corporation, coworkers or former employees of Sunmart to any outside person or agency; refers all requests for information to the Corporate office.
- Works any assigned shift or overtime as requested by Store Manger.
- Physically able to lift at least forty (40) pounds.
- Attends store meetings as directed by Store Manager.
- Accomplishes any other duties necessary for the operation and maintenance of the store in an efficient, profitable and safe manner, as directed by Store Manager.

Experience

- Retail Sales
- Cash Handling

Skills/Abilities

- Excellent people and verbal skills.
- Ability to work with minimal to no supervision.
- Flexible with work schedule.