

JOB DESCRIPTION
Petroleum Wholesale, LP
Sunmart, Inc.

Job Title: Food Service Sales Associate

Reports To: Food Store Manager

Summary

The sales associate provides prompt, courteous service to all Food Service customers and performs all assigned store duties under the direction of the Food Service 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 Customers.
- Handles customer complaints in accordance with the stated customer complaint guidelines at your store.
- 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.
- 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.
- 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.