



Recruitment Call

Bayside Gas and Convenience Store Cashiers

Job Purpose/Scope

The Bayside Gas and Convenience are seeking individuals interested to work in the retail and customer service sector for fulltime and part-time availability that will operate 7 days a week, 24 hours a day.

The Cashier will be responsible for the sale of fuel and other automotive products, as well as all in-store merchandise, including tobacco products, lottery tickets and sundries and will be responsible for processing credit and debit card transactions and validating cheques using an electronic scanner and cash register.

Other responsibilities will include the performance of stocking shelves, receiving products on delivery, cleanliness of Bayside Store and ensuring the safety and maintenance of the property, both indoors and outdoors and follow all the policies and procedures of Bayside Travel Center. All duties will be performed with a consistently high focus on customer service.

All Supervision and training and monitoring will be carried out by the Bayside Gas and Store Manager.

Main Duties and Responsibilities

- Customer Service
- Team Approach to meet profit targets
- Communication
- Teamwork
- Quality Orientation
- Receiving Goods
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity

Job Duties

- Receive payment from customers
- Ensure that restricted products (e.g. tobacco, lottery tickets) are sold only to customers that are of the required age by requesting appropriate identification

- Perform minor property maintenance duties such cleaning store area and shelves
- Answer customers' questions
- Compute and record totals of transactions
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
- Establish or identify prices of goods and services, and tabulate bills using calculators, cash registers, or optical price scanners
- Greet customers entering establishments
- Issue receipts, refunds, credits, or change due to customers
- Maintain clean and orderly checkout areas
- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately
- Process merchandise returns and exchanges
- Receive payment by cash, cheque, credit cards, vouchers, or automatic debits
- Resolve customer complaints
- Compile and maintain non-monetary reports and records
- Keep periodic balance sheets of amounts and numbers of transactions
- Stock shelves, and mark prices on shelves and items
- Change fuel prices on signage
- Comply with NSLC requirements
- Cardlock Training
- Ongoing Customer Service and Retail Training

Qualifications & Education Requirements

Education

- High school or GED preferred
- Certificate or diploma in a related field preferred

Qualifications

- Skills-link, luwagwan training completed
- Students/Youth
- Customer service and/or retail experience preferred
- Strong customer service and friendly attitude
- Reliable Transportation to work
- Flexibility
- Ongoing training in effective customer service and retail quality
- Exceptional conflict resolution, negotiation, and objection handling skills
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment
- Able to work with minimal supervision

- Effective work habits
- Able to deal with people sensitively, tactfully, diplomatically, and professionally always
- Computer literate, including effective working skills of MS Word, Excel, and e-mail
- Strong work ethic and positive team attitude

Working Conditions

- Monitor the proper use of retail and Cardlock gas pumps
- Overtime as required
- Lifting or moving up to 50 lbs may be required
- Will perform work both indoors and outdoors
Outdoor work may be performed in inclement weather, in a wide range of temperatures

Send Resumes and Cover letter of Interest to:

Attn: Charmaine Jesty

neo@paqtnkek.ca RE: Bayside Gas and Convenience Cashier

Facebook attachments will not be accepted, please email.