



Employee Requisition Form

**Position to Be Filled:** Yokut Gas Clerk

**Purpose:** Responsible for processing sales of convenience store items.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Works cooperatively with others and accepts direction from supervisor.
- Stocks shelves and coolers/merchandise for optimal retail.
- Processes sales of grocery and like items.
- Cheerfully greets and interacts with customer and vendors.
- Cleans and maintains store area before, during and at the end of the shift (includes sweeping and mopping).
- Monitor customer flow to lessen the potential of theft.
- Helps count store inventory and enters arriving stock into POS system.
- Assist in maintaining product database, updating product information such as new items, UPS codes, product cost and other data from vendor invoices.
- Assist with various aspect of gaming provided by Yokut Gas for customers, specifically Gaming Machines, customer assistance and minor technical issues.
- Drive company vehicle to conduct business on behalf of Yokut Gas.
- Ensure compliance with all Human Resource policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- High school diploma or general education degree (GED) required.
- Minimum 1 year of retail sales, cash handling experience.
- Any other duties as assigned.

<b>Reports To:</b>	<b>Yokut Gas Supervisor</b>
<b>Approximate Hours:</b>	Full time
<b>Filling Deadline:</b>	Open Until Filled

