

# United States Jobs Expertini®

## Store Clerk Traverse City MI

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Company: Holiday Station Stores - Workday

Location: Traverse City

Category: other-general

Store 2746255: 2600 South Airport Road, Traverse City, Michigan 49684

### Availability - Shift/Days

***This is a fantastic opportunity to join a leading Global Company!***

### **Team Member:**

We want you to join us as a Team Member. If you have the desire to be challenged, work in a fast-paced, fun environment and to grow your career - look no further.

### **As a Team Member, you will enjoy:**

Medical, Vision, Dental, & Life Insurance/Short- & Long-Term Disability

Flexible Schedules

Weekly Pay

\$250 Referral Bonus

Full-Time or Part-Time

Large, Stable Employer

Fast Career Opportunities

Work With Fun, Motivated People

Task Variety

Paid Comprehensive Training

401K With a Competitive Company Match

Flexible Spending/Health Savings Accounts

Tuition Reimbursement

Company discount on Holiday Fuel, Merchandise **and much more!**

**Your key responsibilities:**

[REDACTED] the register, cashier, make purchase suggestions, and sometimes work with our food program. There is never a dull moment as you will be working around the store (inside and out) in many different areas to help maintain our high standards for store appearance and provide fast and friendly service to our customers. You will interact with many customers daily, all while working with a fun, energetic team accomplishing daily tasks around the store!

**You are good at:**

- Selling products to customers
- Providing excellent customer care
- Communication and friendly conversation
- Performing at a quick pace while having fun
- Working as part of a team to accomplish daily goals.
- Coming up with great ideas to solve problems.
- Thinking quickly and offering suggestions

**Great if you have:**

- Retail and customer service experience

Sales associate or cashiering experience

High school diploma or equivalent

Motivation to advance in your career!

Willingness to learn and have fun!

**Physical Requirements:**

Ability to stand and/or walk for up to 8 hours.

Lift and/or carry up to 30 pounds from ground to overhead up to 30 minutes in a shift.

Occasionally lift and/or carry up to 60 pounds from ground to waist level.

Push/pull with arms up to a force of 20 pounds.

Bend at the waist with some twisting up to one hour a shift.

Grasp, reach and manipulate objects with hands. This handwork requires eye-hand coordination and may require climbing a ladder to store and retrieve materials or place and remove signs.

**Minimum Qualifications:**

High School diploma or GED preferred.

Experience in retail sales preferred.

Ability to work in the conditions described below.

Ability to perform essential duties and physical functions described below.

Ability to work with the equipment, tools and materials listed below.

Ability to work as scheduled and arrive to work on time.

Ability to communicate (orally and in writing) in English.

Ability to perform the four (4) basic arithmetic operations (add, subtract, multiply and divide).

**Essential Duties:**

Provides prompt, courteous customer service.

Ring up all sales on cash register properly and accurately, handling money, checks, and other types of payment received for products sold.

Performs multi-function operation of fuel console, lottery machine, money order machine, telecom transactions, etc.

Performs multi-function and cleaning duties necessary to maintain store cleanliness inside and out, basic upkeep and cleaning of all equipment at store.

Inspect store facilities and equipment for safety, cleanliness, and proper working order.

Contacts maintenance for repair when needed.

Completes build-to's for ordering/purchasing merchandise.

Receives and verifies vendor deliveries.

Controls merchandise, cash shortages, and other selling expenses.

Assists in maintaining proper inventory levels and shift audits.

Assists new applicants with application process.

Performs all duties with minimal supervision.

Attends job-related meetings (may be required to work irregular hours).

Performs other duties as assigned by the Store Manager.

**Working Conditions:**

Perform approximately 95% of all work indoors, but will be required to work outside to

clean parking lots, gas pumps,

take-out garbage, etc.

Exposure to extreme cold temperatures while performing occasional work in a walk in cooler and/or freezer.

Exposure to occasional noise.

Work with a minimum direction and periodic supervision.

### **Physical Functions:**

Ability to stand and/or walk for up to 8 hours.

Ability to occasionally lift and/or carry up to 30 pounds from ground to overhead up to 30 minutes of workday (i.e., assisting in stocking/maintaining inventory levels).

Ability to occasionally lift and/or carry up to 60 pounds from ground to waist level (i.e., to replenish fountain syrups).

Ability to push/pull with arms up to a force of 20 pounds (i.e., utilizing a hand-truck).

Ability to bend at waist with some twisting up to one hour of workday.

Ability to grasp, reach and manipulate objects with hands up to all day. (This handwork requires eye-hand coordination, and

may require climbing a ladder to store and retrieve materials or place and remove signs).

***THE ABOVE STATEMENTS REFLECT THE GENERAL QUALIFICATIONS/DUTIES AND/OR RESPONSIBILITIES NECESSARY TO IDENTIFY THE JOB AND ARE NOT NECESSARILY INTENDED TO SET FORTH ALL OF THE SPECIFIC REQUIREMENTS OF THE JOB.***

NOTE: This Job Description may change periodically as required by business necessity, with or without advance notice to employees.

**Circle K is an Equal Opportunity Employer.**

**The Company complies with the Americans with Disabilities Act (the ADA) and all state and local disability laws. Applicants with disabilities may be entitled to a reasonable accommodation under the terms of the ADA and certain state or local laws as long as it does not impose an undue hardship on the Company. Please inform the Company's Human Resources Representative if you need assistance completing any forms or to otherwise participate in the application process.**

Click below to review information about our company's use of the federal E-Verify program to check work eligibility:

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