



PREMIER STORES, INC JOB DESCRIPTIONS

The list of requirements, duties, and responsibilities listed for each position is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.

C-STORE CASHIER

All full or part-time cashiers are responsible for the proper and efficient operation of their shift, within company policy. This means that they must ensure that the shift contributes to the increased profitability of the store. The term "sales associate" applies to 1st, 2nd, and 3rd, shift employees, both full and part-time.

Customer Service

- Greet Customers with a smile, be friendly, and offer prompt service.
- Greet gasoline customer on intercom (if applicable).
- Practice the suggestive sell.
- Thank customer.
- Adhere to all city, county, state and federal alcohol and tobacco regulations.

Customer Transaction

- Efficiently operate cash register making sure to ring all sales and managing cash and credit cards as directed by your manager.
- Operate lottery/lotto terminal.
- Operate gasoline intercom and console.
- If there is a car wash at the location, must operate the car wash terminal.
- Must be able to help customers with car wash problems.
- Operate shift within all company guidelines.

Housekeeping

- Sweep and mop floors.
- Clean shelving and racks.
- Clean and sanitize restrooms.
- Clean and sanitize all fast food and drink

equipment.

- Clean and organize cooler.
- Clean all windows, doors, and cooler doors.
- Clean gasoline islands and pumps.
- Empty trash inside the store and on the lot.
- Check equipment and temperatures.
- To perform other tasks assigned by the store manager.
- Assist the manager in seeing that the store maintains a 95% or better on image inspections.
- Clean the car wash areas.

Stocking and Pricing

- Stock items on shelf and racks.
- Change syrup box for fountain drinks.
- Keep fast food area stocked with coffee, and hot chocolate.
- Price all items making sure to change any signs if there have been any price changes.
- Rotate all stock and pull out-of-date stock off the shelf and store in the backroom for supplier credit.
- Stay familiar with the products and prices in the store.

Security

- Complete the shift check-in procedures before starting the shift and complete check-out procedures at the end of the shift.
- Be alert to shoplifting prevention procedures.
- Practice good cash control at all times.
- Follow company policy with regard to excessive cash in registers, change box, and safe security, as directed by the store manager.
- Follow correct vendor check-in procedure as defined in the operations manual and as directed by the store manager. Make sure you

check every item delivered by the vendor and match with the invoice.

- Protect company assets at all times.
- Follow robbery deterrence guidelines at all times (See Security Chapter)

General

- Follow the work schedule as posted, unless a change in schedule is arranged with the store manager.
- Ensure that the manager is aware of all sales, cash or operating discrepancies within 24 hours.
- Prepare a shift report at the end of the shift as per company guidelines.
- Properly post all hours worked on the time sheet, and sign it to verify the hours worked. Make sure that the time card is signed otherwise no pay check will be processed.
- Advise the store manager of any personnel situations or policy violations that have an adverse effect on the store's operation.
- Report any equipment (coffee machines, microwaves, refrigerators, gas pumps, lights, plumbing fixtures, etc) which are not working to your station manager.

Performance Evaluation

- The store manager will review the employee's performance and recommend additional training or corrective procedures to improve performance.
- Associates will be terminated for insubordination, cash shortages, selling alcoholic beverages and tobacco to minors, and not arriving on time for work.

Requirements for the Job

- The following constitute "essential functions" of the job.
- Read, understand, and write the English language at the eighth-grade level;
- Perform arithmetic calculations at the eighth-grade level in order to be able to make change, complete shift reports, and account for a variety of products during vendor check-in;
- Have sufficient visual acuity to check identification;
- Read and understand instructions for operating electronic cash registers and other

equipment;

- Can lift up to 50 pounds, and carry cases of milk cartons and soft drinks, beer and juice containers;
- Can stock shelves and coolers;
- Can react to a fire by lifting the fire extinguisher and using it to extinguish the fire;
- Tolerate exposure to gasoline fumes and cleaning products;
- Can climb a ladder to clean windows;
- Sweep and mop floors, dust shelves, and lift and carry out trash containers and place in an outside bin;
- Can clean the parking lot and ground surrounding the convenience store;
- Can enter and work in a refrigerator walk-in cooler as needed.

FOOD SERVICE CREW MEMBER

The Crew Member works productively as part of the restaurant team and performs their job responsibilities in such a way that all the products they make are of high quality and the customers they serve are satisfied.

Performance & Customer Transaction

- Serves the customer correct, complete orders within service time goals, according to the Customer Service Standards, all station procedures, and if necessary, the Remedy Process.
- Prepares high quality products consistently by following the Company recipes, specifications and procedures as described in the Employee Handbook and as shown on the station job helpers.
- Displays the proper image and follows all Company policies, procedures and standards of conduct as outlined in the Company Employee Handbook and/or as directed by the management staff.
- Cleans and organizes work stations and other assigned areas to help maintain the standards for restaurant image as directed by management and as required by the local health department.

Practices safety and security procedures as defined in the Company Employee Handbook and by government agencies.

General

- The Crew Member receives direction from the restaurant management team and Company training materials to effectively perform their job.
- Crew Members will practice the established procedures and use the proper tools associated with taking and preparing customer orders. All Crew Members must be proficient at each of the stations and be able to work in different stations at any given time.
- Crew Members will be scheduled according to our business needs and therefore no guarantee of hours can be made. This position requires physical work such as lifting, squatting, and standing up for long periods of time on any given day.

Requirements for the Job

Due to the active role the Crew Member plays, this position requires physical work such as:

- The ability to lift and move up to 40 pounds.
The ability to reach and move items from as high as six feet and as low as six inches off the ground.
- The ability to control and utilize equipment safely and correctly (char broiler, oven, electric slicer, fryer, shake machine, different types of knives and/or manual slicer, immersion blender, can openers, scales, microwave, telephone, cash register, etc.).
- Some equipment requires an employee to be over the age of 18 to operate and/or clean; such equipment will be clearly marked as to avoid the equipment use by minors.

- The ability to apply pressure to cut through and to clean products.
- The ability to count, separate and weigh all types of food products and inventory items.
- The ability to communicate to customers and co-workers (i.e., reading, speaking, hearing, writing).
- The ability to understand direction, instructions and product specifications. The ability to process and complete customers' orders.

LAUNDRY ATTENDANT

Assists self-service laundry customers as needed with coin machines, washer/dryer issues, vending machines, etc. Performs washing, drying, folding for drop-off customers according to procedures. Helps to maintain cleanliness of store and machines.

- Sorts laundry items received for washing by colors and whites.
- Loads proper number of weight into washing machines and unloads upon completion of wash cycle.
- Loads & operates dryers, insuring proper weight of load and correctness of temperature. Neatly fold and bag laundry for customer pick up.
- Checks lint screens for lint and cleans lint filters as necessary to maintain optimum efficiency of dryers.
- Maintains cleanliness of store by wiping countertops, machine tops and soap receptacles. Makes sure trash is not overflowing and floor is kept dry and clear of debris. Makes sure bathroom is clean and stocked.
- Reports any equipment not working properly to management.
- Handles over-the-counter sales of laundry products (detergent, fabric softener, laundry bags, etc.)
- Always wear uniform during workday.

- Attend staff meetings.
- Performs other duties as assigned by management.

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- Read and understand instructions for

operating electronic cash registers and other equipment;

- Can lift up to 50 pounds, and carry cases of milk cartons and soft drinks, beer and juice containers;
- Can react to a fire by lifting the fire extinguisher and using it to extinguish the fire;
- Tolerate exposure to cleaning products;
- Can climb a ladder to clean windows;
- Sweep and mop floors, dust shelves, and lift and carry out trash containers and place in an outside bin;
- Can clean the parking lot and surrounding grounds