

**Job Class:** Non-Exempt

**Reports To:** Retail Manager

**Job Summary:** The Retail Clerk is responsible to provide exceptional customer service, to obtain or receive and stock merchandise, accept payment, and make change for customers in retail store/station.

**Essential Functions and Responsibilities:** *NOTE: Brewer Oil Co. unilaterally may change the requirements of this job description at any time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These include, but are not limited to, the following:*

- Stock shelves, counters, or tables with merchandise
- Set up advertising displays or arrange merchandise on counters or tables to promote sales
- Stamp, mark, or tag price on merchandise
- Obtain merchandise requested by customer or receive merchandise selected by customer
- Answer customers' questions concerning location, price, and use of merchandise
- Total price and tax on merchandise purchased by customer to determine bill
- Run Register, accept payment and make change
- Wrap or bag merchandise for customers
- Reconcile cash drawer and lottery
- Calculate sales discount to determine price
- Keep the sales floor, shelves and restrooms clean and orderly
- Perform other duties as assigned

**Required Qualifications (includes education, skills and experience):** *The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Minimum high school graduate, or equivalent, preferred
- Must maintain alcohol server certificate (where required)
- Previous retail or customer service experience
- Ability to write
- Ability to read and comprehend company policy
- Ability to speak effectively with customers and vendors
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Must be able to work with minimum amount of supervision under stressful conditions

**Needed Attributes:**

- Communicative ability, problem solving ability, dependable, punctual and self-motivated
- Friendly, positive attitude, maintain calm professional demeanor while working with co-workers, supervisors, vendors and customers

**Working Conditions and Physical Effort:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The employee is regularly required to stand for extended periods of time to provide customer service
- The employee must occasionally lift and/or move up to 50 pounds
- All company locations are smoke and drug free
- Stores are open every day of the year, except for Christmas
- Evening, weekend, and other holiday work required, as needed

I have read and understand the above job description. I verify that I meet the required qualifications and am able to perform the essential functions and responsibilities of this job description.

\_\_\_\_\_  
Full Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date