



---

405 S. Banker St. P.O. Box 629 Effingham, IL 62401-0629

Phone: (217) 342-9231 Fax: (217) 347-5959

---

### **Fast Stop General Store Sales Clerk-Job Posting**

**Job Title: Fast Stop General Store Sales Clerk**

**Location: Effingham, IL**

**Reports to: Store Manager**

If you are qualified for this position and have an interest, please contact Tom Buehnerkemper at 217-342-2013 or email at [tomb@southcentralfs.com](mailto:tomb@southcentralfs.com)

---

#### **Job Summary:**

Responsible for maintaining outstanding customer service, processing sales quickly and accurately, cash register operations, food preparation, stocking, cleaning, and safeguarding company assets.

#### **Essential Functions (other duties may be assigned):**

- Ensure that every customer receives outstanding service.
- Ensure that products handled are priced and sold correctly as well as positively promoted to ensure facility profitability.
- Follows all sales policies of legally regulated products without exception.
- Accurately and efficiently operates cash registers and accurately maintains all cash and receipts.
- Performs administrative duties required for day-to-day operation, including but not limited to shift reports, reconciling of funds, and completing a start-up sheet each shift.
- Responsible for maintaining the location appearance inside and outside.
- Adheres to the uniform policy, and maintains the appropriate personal professional image.
- Works with suppliers to help ensure products are delivered, verified against invoices, and stocked in a timely matter.
- Stocks shelves, coolers, freezers and displays, checking inventory expiration dates.
- Communicates customer requests to management.
- Attends all employee meetings.
- May be required to prepare and maintain fast food offerings in accordance with Health Department standards and store policy for cleanliness and freshness.
- May be required to maintain inventory of fast food items, placing orders on a regular basis for product.
- Other duties as assigned.

#### **Education and Experience:**

Normally requires a high school diploma, or the equivalent thereof, and related experience and/or training to demonstrate the ability to accurately handle cash transactions, generate profitable sales and build repeat customers.