CONVENIENCE STORE ASSOCIATE

Job Description:

A Convenience Store Associate is responsible for supporting convenience store operations by maintaining a clean work environment and organized food displays. Their duties include stocking shelves, cleaning floors and other surfaces and answering customer questions about food products. The Associate typically works for a retail company, but can work for other types. They are responsible for receiving, organizing, and maintaining store inventory. The job description of a associate requires a close attention to detail, the ability to conduct moderate to heavy physical labor, and strong organizational skills. They may also create displays to market products. Associates spend the majority of their time in the warehouse or stockroom, arranging and overseeing store inventory. The job requires moderate to heavy physical activity, as associates are required to stand, walk, and lift items throughout the majority of their shifts.

Job Responsibilities:

* Receives and inspects product.
* Inventories items using company software.
* Maintains correct quantities of items on shelves.
* Generates price labels for products.
* Orders replacement product.
* Breaks down and discards empty packaging.
* Prepares product for shipment.
* Operates tracking scanners to maintain accurate inventory and shipments.
* Assists in order processing as necessary.
* Operates appropriate machinery according to safety protocols.
* Contributes to team effort by accomplishing related tasks as needed.
* Stocks store shelves
* Ensures shelves are properly organized with labels facing forward and products evenly spaced.
* Assists in unloading shipments to the store, factory, or warehouse.
* Checks items received against shipping invoice to ensure the shipment is accurate.
* Unpacks inventory.
* Organizes inventory in the stockroom or warehouse.
* Uses forklifts to transport bulk shipments or heavy items around the stockroom or warehouse.
* Replenishes stock on the sales floor as needed.
* Places orders for supplies.
* Answers customer and sales associate questions about available items in stock.
* Retrieves items from stockroom at customer request.
* Places special orders for customers when necessary.
* Conducts regular store inventory.
* Uses inventory control software to log information.
* Assists managers and associates in preventing theft and maintaining proper inventory.
* Pulls defective or expired items from shelves.
* Packs up defective items or overstock and arranges for the return shipment.
* Observes proper safety procedures in the stockroom, particularly when lifting and moving heavy items.
* Reports issues or problems to inventory manager or store manager.
* Attends store meetings.
* Greet customers, provide them with item information and direct them to the item’s location in a store
* Control inventory and inform procurement managers in case of low inventory levels
* Discard all expired items according to company policy and place near expiry ones on special promotions
* Perform stocking duties such as lifting, rotating products, ordering, blocking, dusting and facing
* Process customer orders and oversee timely product deliveries
* Supervise cleanliness and maintenance duties around the convenience section
* Receive convenience items delivery and confirm the accuracy of both order and invoice
* Oversee daily price changes and manage cash register as required
* Assists in cleaning up the store and stockroom each shift

Job Qualifications:

* High school diploma or GED required
* Experience as a associate

Opportunities as a associate are available for applicants without experience in which more than one associate is needed in an area such that an experienced associate will be present to mentor.

Job Skills Required:

* Knowledge of industry standards and regulations
* Ability to multitask
* Good observational skills to notice what needs reordering or changing
* Ability to learn computer inventory software
* Good communication skills
* Able to work calmly under high pressure
* Team Player
* Must be able to lift heavy objects up to 50lbs
* Have endurance to be on feet for entire shift
* Have endurance to walk around and carry out tasks throughout shift
* Pleasant, polite manner and a neat and clean appearance.
* Able to work in a fast-paced environment
* Able to multitask, prioritize, and manage time efficiently
* Physical endurance to stand for an entire shift
* Self-motivated and self-directed
* Works well as part of a team and on individual tasks