

ESSENTIAL FUNCTIONS:

- Greet customers entering store; assist customers; answer telephone; handle customer complaints or summon manager-in-charge when necessary, use walkie-talkie to communicate with managers and other team members
- Count money at beginning of shift to ensure that amount is correct and that there is adequate change; receive payment from customer; process credit cards, checks, coupons, gift cards, Clean Car Club cards, and other discount cards; process gas discounts; give change; make money drops in safe; use change safe to restock change; complete end-of-shift accounting and reporting responsibilities
- Explain and offer Clean Car Club membership, coupon book, and wash services to customers; explain and offer seasonal promotions; process membership and coupon book sales; use Electronic Journal to complete membership data entry
- Verify license plates of Clean Car Club (and other discount program) members; verify student and/or educator IDs when processing discount cards; verify age of anyone appearing to be under 40 for purchase of cigarettes or alcohol; obtain cigarettes for customers; refuse sale of cigarettes and alcohol to minors
- Keep cashier area clean, stocked, and organized; stock cups and lids at soda and coffee machines; clean soda and coffee machines and surrounding areas; stock items in refrigerator case(s); make coffee; clean and stock merchandise racks; change ribbons in register printer; count merchandise inventory; clean bathroom fixtures; sweep and wash bathroom floors; replenish bathroom supplies; vacuum and sweep floors; shake rugs; empty trash cans; and keep unauthorized employees out of sales area
- Follow Waterway policies, procedures, rules, directives, and instructions
- Perform other functions as required

JOB REQUIREMENTS AND QUALIFICATIONS:

- Ability to bend, stoop, lift up to 50 pounds, pull, push, reach, climb, wipe, stand, walk, run, kneel, stretch, read, write, see, hear, understand, talk, perform arithmetic calculations, and key punch
- Current valid driver's license
- Ability to work independently, to exercise good judgment, to work and assist customers quickly, and to work under pressure
- Ability to work in heat and cold, and in sunshine, wind, snow, sleet, rain, and other adverse weather
- Ability to sell to customers
- Ability to be at work regularly, on time, and predictably, to work an assigned schedule, and, if required, to work extended hours, weekends, and/or holidays
- Ability to work in a team environment, and to interact well with Waterway management, co-workers, and customers
- Does not pose a direct threat to the health or safety of others in the workplace
- Professional appearance, demeanor, and attitude
- Knowledge of wash services and c-store products
- Ability to comply with Health Department requirements for fountain soda and food sales
- **Stores that do not sell liquor:** must be at least 17 years old
- **Stores that do sell liquor:** must be at least 18 years old (at least 21 years old after car wash closes); satisfactory background check with no felony convictions; satisfaction of other legal requirements

WORK ENVIRONMENT:

- Gasoline and exhaust fumes
- Equipment with moving parts
- Chemical solutions and dirt
- Noise