

Sales Associate/Deli

Posted: October 24, 2025

Part Time

Location: Tohatchi, NM

Job Details - Closing Date: Open Until Filled

****Applicant must have a valid, unrestricted insurable Driver's License****

****Application, Resume and References are required****

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Greet customers entering convenient store and a departing remark when exiting
- Receive payment by cash, check, credit cards, vouchers, or automatic debits
- Issue receipts, cancels, refund, credits, or change due to the customer
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
- Maintain orderly checkout areas
- Answer customers questions and provide information on procedures or policies
- Resolve customer complaints
- Calculates total payments received during a shift, and reconciles with the total sales before leaving the end of a shift
- Computes and records totals of all transaction made on assigned register
- Counts currency and coins.
- Stocks, clean, dusts store shelves, cooler, freezer, and deli, on a routine basis.
- Assist with deli – food sales, food prep, cooking, cleaning while ensure compliance with the safe food handling practices, including cleanliness/sanitation, food temperature, expiration date, storage, etc.
- Complies with proper work attire
- Complies with proper sanitation, health, and safety standards
- Assists with inventory count cycles
- Assist with the maintenance and care of gas pump islands
- Assist with maintain and cleaning indoor and outdoor maintenance
- Provides excellent customer service – 5 Step Service
 1. Greet the customer
 2. Direct eye contact
 3. Satisfying the customer's needs
 4. Properly collecting for the sale
 5. Thank and invite the customer to return
- Safely operates all kitchen equipment
- Understand and maintains correct food temperature requirements
- Sanitizes all equipment and work areas after use
- Keeps deli counters clean and orderly

- Keeps deli floors free of spills and objects
- Reports job related injuries and illnesses
- Other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Entry level position

Education:

- High School Diploma or GED

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Must demonstrate customer service on a professional basis
- Must demonstrate basic math, including add, subtract, multiply, or divide accurately.
- Must have or obtain and maintain a valid Food Handler's Permit
- Ability to communicate information and to listen to understand information presented.
- Ability to help or look for ways to help customers
- Skilled to recognize problems and how to handle according to procedures.
- Skilled to use logic and reasoning to identify the strengths and weaknesses of alternative solution.