

Tobacco Manager
Effective, November 2010

- Insure that the tobacco section is clean and neat at all times.
- Respond to customer requests for products that we don't carry. Make Tobacco Supervisor aware of requests.
- Suggestively sell products to customers; be aware of both fast and slow moving items and recommend as appropriate.
- Take checks only for the amount of purchase.
- Be aware of the potential for theft of both products and money; be aware of the "quick change artist" who may come through the check out lane. Cashier's responsibility is to make the manager aware and not confront the suspected thief. Manager should take steps to deal with the "thief".
- Check all invoices for shortages and proper billing.

Environmental Conditions/Physical Requirements

- Lengthy periods of standing required.
- Work in a tobacco smoke environment.
- Stay busy when customers are not in the store.
- Must be able to lift 20 - 30 lb. boxes of product.
- May have to lean, stretch and reach through the Drive-Through Window used by customers.

Acknowledgement:

I have read and understand the description of the Tobacco Manager position in Saver Group, Inc. I understand that the essential functions/responsibilities must be performed on a regular basis unless otherwise stated by the Tobacco Director or Store Manager. Management may also assign other duties as needed for efficient operations. I am able and agree to perform the essential functions/responsibilities as outlined in the description.

Signature, Applicant/Employee

Date

Witness, Saver Group, Inc.