

# Store Salesperson

## Legacy Cooperative Overview:

Legacy Cooperative is a leading grain handling and agricultural/consumer retailer in North Central North Dakota. We operate from locations in Bisbee, Cando, Dunseith, Egeland, Overly, Perth, Rock Lake, Rolette, and Rolla, North Dakota. Our services include Agronomy, Automotive Parts & Service, Convenience Stores, Energy, Farm/Ranch & Home, Lawn & Garden and Grain Handling.

## Position Overview:

Legacy Cooperative has an exciting opportunity to work with our retail store sales team in Rolette, North Dakota as a Store Salesperson. This position will work closely with the location management team to build and grow market share in our trade territory. This position will report to the Rolette Location Manager.

## Essential Duties & Responsibilities:

- Performs operational duties in all areas of the premises including, but not limited to: till counter, dining area, shopping aisles, kitchen/deli, coolers, refueling islands, bathrooms, loading dock, inventory room, parking areas, facility grounds, and any other areas of the store site.
- Operates cash register, lottery terminal, and fuel pump controls, sweeps, vacuums, mops, dusts, cleans, empties garbage, washes dishes, stocks, faces/rotates inventory and other miscellaneous duties and responsibilities.
- Stocks shelves, inventory room, deli, refueling islands, dining areas and bathrooms.
- Adheres to daily schedule of operations.
- Follows prescribed food safety guidelines for rotating and discarding food and following sanitation codes.
- Cleans, refills, empties, and performs other general maintenance on confection appliances.
- Cleans and maintains outside grounds.

## General Duties & Responsibilities:

- Customer Service (Relations) - Ensures the highest quality customer experience. Is responsive and courteous.
- Image - Maintains a consistent company image both internally and externally during both business and non-business hours.
- Work Ethic - Demonstrates reliability, punctuality, efficiency and quality. Exercises entrepreneurial spirit for the success and growth of the company and self. Accepts empowerment, responsibility and accountability.
- Communication - Demonstrates ongoing communication with all levels and divisions of the company to enhance teamwork and effectiveness and alignment of company and division goals.
- Teamwork - Supports team objectives and efforts of others on the team. Encourages a spirit of inclusion, participation and belonging.
- Safety and Compliance - Contributes to a culture that ensures that all facilities, equipment and personnel adhere to federal and state safety and compliance regulations.
- Maintenance - Coordinates with operations manager(s) to ensure proper maintenance of property and equipment.
- Credit Policy - Enforces the credit policy of the company.
- Other Duties & Responsibilities as assigned

**Basic Qualifications:**

- High school diploma or GED
- Working knowledge of Point of Sale (POS) systems.
- Ability to learn business accounting systems.
- Excellent written and verbal communication skills.

**Preferred Qualifications:**

- Previous experience as a Store Salesperson.
- Previous agricultural cooperative or agriculture related experience.

**Required Physical Demands:**

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, bend, twist or lift objects up to 50 pounds.
- This position requires prolonged periods of standing, walking, bending, kneeling, stooping, crouching, crawling and climbing.
- This position requires extended periods of exposure to heat and cold outdoors, operating kitchen appliances and coolers/warmers.

**Additional Details:**

- Legacy Cooperative is an equal opportunity employer and offers competitive salary and benefits. For more information about us, please visit us at [www.legacy-cooperative.com](http://www.legacy-cooperative.com).

**Receipt Acknowledgement:** \_\_\_\_\_

**SIGNATURE**

**DATE**