



Job Posting: Store Cashier – Bayside Gas and Convenience

Location: Bayside Gas and Convenience, Bayside Corporate

Contact: David Kearns, HR Director

Email: jobs@paqtnkek.ca

Deadline to apply: March 27th, 2026

Position: Store Cashier – Bayside Gas and Convenience

Reports to: Store Manager

Job Purpose / Scope

Bayside Gas and Convenience is currently seeking a dependable and customer-focused **Store Cashier** to join our team. Reporting directly to the Store Manager, the Cashier is responsible for the sale of fuel, automotive products, in-store merchandise, tobacco, lottery tickets, and related sundries.

This role involves operating the cash register, processing credit and debit transactions, cheque validation, and accurate cash handling. Additional responsibilities include stocking shelves, receiving deliveries, and ensuring the cleanliness and safety of the premises.

As a front-line employee, a strong focus on customer service and attention to detail is essential. The successful candidate will follow all policies and procedures of Bayside Convenience and represent the organization in a professional and courteous manner.



Key Responsibilities

- Greet and assist customers courteously and professionally
 - Manage customer transactions using the POS system
 - Process payments: cash, debit, credit, and cheque (with scanner)
 - Issue receipts and retain merchant copies
 - Accurately scan and price goods
 - Handle customer inquiries and complaints with patience and professionalism
 - Maintain clean and organized checkout and store areas
 - Track transactions and report discrepancies
 - Process returns and exchanges
 - Stock shelves and assist in unloading supply deliveries
 - Monitor inventory dates, remove expired items, and rotate stock
 - Enforce ID verification for age-restricted products (e.g. tobacco, lottery)
 - Perform other duties as assigned by management
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Qualifications

Education & Experience:

- High School Diploma or equivalent (an asset)
- Previous retail or cashier experience (an asset)





- Must be of legal age to sell tobacco/nicotine, alcohol/cannabis, and lottery products

Knowledge:

- Understanding of retail sales and cash register operation (preferred)
- Familiarity with tobacco and lottery sales policies (preferred)

Skills & Abilities:

- Strong oral and written communication skills
- Reliable, honest, and customer-service oriented
- Detail-oriented and able to multitask
- Maintains a positive attitude and professional demeanor
- Accurate with money handling and use of retail equipment

Apply Today!

If you're looking to work in a friendly, fast-paced environment with a strong community focus, we'd love to hear from you. Please submit your resume to:

David Kearns, HR Director

✉ jobs@paqtnekek.ca

