
Gas Station Clerk Resume

Job Objective

To obtain a Gas Station Clerk position in a company that will allow me to grow with the company.

Work Experience:

Gas Station Clerk, May 2004 – Present
Denver CO , Marcus Hook, PA

- Fulfilled environmental procedures of gas stations, including filling out forms as required by law.
- Performed daily line checks of hot and cold food items for proper temperature and monitored food safety.
- Managed fuel and food orders.
- Suggested pricing for both and stock on routine.
- Communicated and worked with store manager on a daily basis to determine and prioritize goals and tasks.
- Adhered to the implementation of payroll procedures.
- Monitored fuel maintenance items for repair.

Gas Station Clerk, March 2002– April 2004
Modesto CA, Marcus Hook, PA

- Managed landscape maintenance and administered daily and weekly cleaning schedules inside and outside the store.
 - Implemented and enforced marketing strategies, including display activities.
 - Worked with vendors and scheduled delivery times.
 - Assisted with price control, monitoring margins and transmitted invoices for payment.
 - Assisted with and computed daily cash balances, deposits and maintained daily logs.
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Summary of Qualifications:

- Excellent knowledge of the needs of store customers and their demands
 - Conversant with cash register – POS system
 - Ability to create a daily sales report
 - Ability to handle multiple tasks
 - Ability to manage pricing, store cleaning & organizing, sales and overall operation
 - Ability to work independently and in a team
 - Exceptional ability to type 50+ wpm
 - Good oral and written communications skills
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Education:

Associate Degree in Accounting, Community College of Rhode Island, Warwick, RI

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