



STATEMENT OF ESSENTIAL JOB FUNCTIONS

*****VERY IMPORTANT NOTICE*****MUY IMPORTANTE ANUNCIO*****

NOTICE TO ALL APPLICANTS:

YOU MUST BE ABLE TO READ, WRITE, COMPREHEND AND SPEAK ENGLISH TO PERFORM MANY OF THESE FUNCTIONS. DO NOT PROCEED WITH THIS APPLICATION IF YOU DO NOT READ, WRITE, COMPREHEND AND SPEAK ENGLISH. CONTACT STORE MANAGEMENT IF YOU HAVE ANY QUESTIONS CONCERNING THIS FORM.

ANUNCIO PARA APLICANTES:

USTED TIENE QUE SABER COMO ESCRIBIR, HABLAR, ENTENDER Y LEER INGLES PARA PODER TRABAJAR AQUI. NO PROCEDA CON ESTA APPLICACION SI NO PUEDE. PREGUNTE POR EI SUPERVISOR SI TIENE PREGUNTAS.

The position of "Store Employee" including Stocker, Cashier, Sales Associate, Food Service, Maintenance, Assistant Manager and Manager, is a combination of four essential employment functions. They are the cashier, stocking, cleaning, and security functions. The nature of the convenience store business with its limited store-staffing dictates that all employees be flexible in the shifts that they work. In that the evening and midnight shifts may be single person coverage shifts, it is essential that all employees on a store's staff be able to singly perform all four functions if called upon in the course of scheduling. When performing the duties of this job, the employee is regularly required to stand and walk for the majority of each shift and to remain alert at all times.

THE CASHIER FUNCTION: The cashier function requires that the employee be able to:

- (1) Read, write, speak, comprehend and communicate English in the course of providing service, handling problems, or explaining policy.
- (2) To hear and comprehend what's being said in the course of providing service, handling problems or explaining policy.
- (3) Reach to as high as overhead, to as low as ground level.
- (4) Stand and Step at a check out counter containing manual and electronic equipment used in conducting sales transactions. **Store Employees will constantly be standing, bending and reaching.**
- (5) Grasp objects such as writing pens, change, paper currency, multiple carbon set receipts, credit cards and items for sale both behind the counter and while sacking items at the sales counter.
- (6) See a distance of at least 100 feet, the average distance from the check out counter to the farthest gasoline island.
- (7) Understand and Operate digital equipment, a cash register, and a gasoline console in the course of conducting business.
- (8) Read, write, speak, comprehend and communicate English when conducting business transactions.
- (9) Count. You must demonstrate knowledge of basic math principles including but not limited to subtraction, addition, fractions, division; balance a cash drawer and count American currency.

THE STOCKING FUNCTION: The stocking function requires that the employee be able to stand, step, bend, lift, pull, reach, and grasp in the process of stocking and or merchandising items for sale in the store. These items may vary in weight from one ounce to forty pounds and from negligible size to boxes up to 30 inches in length, width, and height. At some locations you will be asked to bag ice in 10 lb. bags. From time to time you will be stocking the coolers which are maintained at an average of 38°F.

THE CLEANING FUNCTION: The cleaning function requires that the employee be able to:

- (1) Grasp objects such as a broom, mop, mop bucket handle, toilet brush, dustpan, piece of trash, beverage bottle or can, and water faucet handle.
- (2) Squeeze (or pour) from a spray trigger container for purposes of dispensing window cleaner or all-purpose cleaner.
- (3) Wipe with a paper towel or sponge the windows, gondolas, or counters at heights ranging from overhead to floor level.
- (4) Bend or Stoop in order to reach objects on the ground or at ground level.
- (5) See distances of approximately six feet in order to effectively perform general cleaning and dusting function.
- (6) Move in a sweeping fashion a broom or mop in an effective manner to accomplish the moving or removing of dirt.

THE SECURITY FUNCTION: The security function requires that the employee be able to:

- (1) Read, write, speak, comprehend and communicate English in the event of a need to call for help or assistance.
- (2) See distances up to 100 feet in order to exercise diligent care of store property.
- (3) Operate a digital phone for purposes of calling for appropriate assistance in the event of an emergency.
- (4) Grasp a telephone receiver in the event of a need to call for help or assistance.

COMPLIANCE WITH TITLE II OF THE AMERICANS WITH DISABILITIES ACT

In order to meet the spirit and intent of Title II of the Americans with Disabilities Act, it is necessary that store employees be able to perform general shopping accommodation functions for our disabled patrons whenever possible. These functions could cover a wide range of disabilities, but would generally involve the walking, grasping, seeing, reaching, carrying, and pulling functions.

ACKNOWLEDGEMENT OF JOB FUNCTIONS

I HAVE READ THE ATTACHED **STATEMENT OF ESSENTIAL JOB FUNCTIONS** AND HEREBY ACKNOWLEDGE THAT I CAN PERFORM THESE FUNCTIONS AS STATED. I UNDERSTAND THAT IN THE EVENT I AM UNABLE TO PERFORM ANY OF THESE FUNCTIONS, I MAY CONTACT MY SUPERVISOR TO FURTHER DISCUSS MY EMPLOYMENT OPPORTUNITIES.

I HAVE READ THIS NOTICE AS TO READING, WRITING, SPEAKING AND COMPREHENDING ENGLISH AND CERTIFY THAT I CAN READ, WRITE, SPEAK AND COMPREHEND ENGLISH.

Applicant's Signature

Date