



Entry Level Job Description

Hours

- Part Time – Evening & Weekends
- Willing to cover day shifts when needed
- Winter Hours: 6:00 am – 8:00 pm (M-F) & 7:00 am – 9:00 pm (Sat & Sun)
- Summer Hours: 6:00 am – 9:00 pm (M-F) & 7:00 am – 9 p.m. (Sat & Sun)

Wage

- Starting wage is \$11.00/hr and/or based on experience

Requirements

- Must be 16 years of age or older
- Can lift up to 80 pounds

Job Description

- Employees must have basic knowledge of hardware & automotive products
- Employees must also have experience and/or willing to learn key cutting, chain sharpening & propane filling
- Have experience with POS (Point of Sale) computers
- Show excellent communication and customer service skills

Job Duties include but are not limited to:

- Filling propane
- Cashiering at POS
- Carding customers for sale of cigarettes & liquor (21 years & older)
- Stocking shelves
- Filling bait orders
- Cleaning bathrooms, floors & shelves
- Unloading freight
- Inventory control
- Parking lot maintenance including snow removal, shoveling, raking & garbage removal



Employment Application

First Name: _____ Last Name: _____ MI: _____

Address: _____

Phone #: _____ DOB: _____

Day/Hours Available to work: _____

How many hours can you work weekly? _____

When are you available to start? _____

Do you have a driver's license? _____ Means of Transportation: _____

Education

High School: _____ Years Completed: _____

Other education pertinent to the job you are applying for: _____

Have you ever been convicted of a crime? _____

If so, please explain the # of convictions & details of the conviction: _____

Work Experience

Name of Employer: _____ City/State: _____

Phone #: _____ Name of Supervisor: _____

Job Title: _____ Employment Dates: _____

Pay/Salary: _____ Can we contact your employer: _____

Reason for leaving: _____

List of Job Duties: _____



Name of Employer: _____ City/State: _____

Phone #: _____ Name of Supervisor: _____

Job Title: _____ Employment Dates: _____

Pay/Salary: _____ Can we contact your employer: _____

Reason for leaving: _____

List of Job Duties: _____

List any other personal skills/interest you may have that would qualify you for the job you are applying for (ie: hardware/automotive knowledge, computer skills, fishing/hunting knowledge, lawn & garden knowledge)

Personal References

Name: _____ Phone #: _____ Acquaintance: _____

Name: _____ Phone #: _____ Acquaintance: _____

Name: _____ Phone #: _____ Acquaintance: _____

Feel free to provide additional information you feel would be pertinent to qualify you for a position at Briggs Lake General Store

Signature

Date