



# ALL SHIFTS-ALL STORES

**WE'RE  
HIRING!**

The Square Stores are currently looking for opening, day, evening and weekends staff.

WE are looking for Outgoing, Friendly, Energetic, and Loves Customer Service people. If you are a detailed, organized, dynamic person, fill out an application.

We would like your smile to join our team.

**Starting wage \$10 per hour plus discounts**

## Key Responsibilities:

- Greets each customer in a friendly and professional manner
- Accurately processes all transactions
- Accurately accounts for daily transactions and activity
- Provides quick and pleasant customer courtesy, service, and satisfaction
- Answers telephones
- Cooperates with all team members to provide the best possible service to all internal and external customers
- Keeps all areas in store and cashier area neat and clean, Complete store task lists
- Follows all company policies and procedures as set forth in the Employee Handbook
- Performs additional duties as reasonably requested by Management, especially during down times
- Develop and maintain positive working relationships with others, and support team to reach common goals.
- Count till at end of shift, complete designated cashier reports, resolve any discrepancies.

## Knowledge, Skills, & Experience Required:

- High school education or equivalent
- Previous cashier and/or cash handling experience
- A solid employment record and previous customer service experience
- Basic math skills are essential
- Successful completion of Cashier Training
- Ability to verbally communicate clearly in the English language
- Must be able to maintain a smile and courteous disposition toward customers
- Valid driver's license preferred

## STANDARDS – CASHIER

- Always work as a team
- Respect your co-workers and managers
- Think positively and strive to achieve excellence
- Come to work with a positive attitude and sunny disposition, ready to help
- Be responsible and always give 100%
- Be honest, have integrity, and remain loyal
- Go out of your way to make customers and co-workers feel special
- Maintain a professional appearance at all times
- Ensure your uniform is clean and crisp with your name tag visible
- Always wear your company issued uniform
- Move, lift, carry, push, pull, and place objects weighing less than 30 pounds without assistance. Stand, sit, or walk for an extended time. Perform other reasonable job duties as requested.
- Ensure adherence to quality expectations and standards.



# **PINE SQUARE**

3325 Oak Street  
Brainerd MN

# **COLLEGE SQUARE**

8218 Highland Scenic Dr  
Baxter MN

# **RACEWAY SQUARE**

17977 State Hwy 371  
Brainerd MN

# **NITRO SQUARE**

18198 State Hwy 371  
Brainerd MN



# Employment Application

<b>Programs, services, and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.</b>	Date of Review (Month/Day/Year) / /
How were you referred to us:	Position Applied for:

Full name

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(LAST) (FIRST) (MIDDLE)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Mobile/Pager/Other: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_ Salary Requirement: \_\_\_\_\_

If you are under 18 and we require a work permit, can you furnish one? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain:
Have you ever worked for this company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?
Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
If not, are you legally allowed to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of employment desired? <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
What time of the day works best for you? <input type="checkbox"/> Opening <input type="checkbox"/> Daytime <input type="checkbox"/> Evening <input type="checkbox"/> Overnight
Availability: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Driver's license number if applicable to position: State:

**SUMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS**


## PREVIOUS EMPLOYMENT (began with most recent position)

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held:					
Company/Organization:					
Address:					
Phone: ( )	Supervisor:	Title:			
Responsibilities: _____					
_____					
Starting Salary and Title:			Ending Salary and Title:		
Reason for Leaving: _____			_____		
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held:					
Company/Organization:					
Address:					
Phone: ( )	Supervisor:	Title:			
Responsibilities: _____					
_____					
Starting Salary and Title:			Ending Salary and Title:		
Reason for Leaving: _____			_____		
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held:					
Company/Organization:					
Address:					
Phone: ( )	Supervisor:	Title:			
Responsibilities: _____					
_____					
Starting Salary and Title:			Ending Salary and Title:		
Reason for Leaving: _____			_____		
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No					

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application. In the event, I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Applications will be reviewed as positions become available**



## Please answer the following questions

1. I am willing to work weekend, evenings and early mornings.
  - a. Once or twice
  - b. 3 or 4 times a week
  - c. Anytime I am needed
  - d. Never
2. Customer service is
  - a. Something I excel at
  - b. Is all about solving the customer's problems
  - c. Something that is just part of the job
  - d. Customers are not always right but that is ok
3. In the past, it has been difficult for me to get to work on time
  - a. Strongly disagree
  - b. Disagree but: \_\_\_\_\_
  - c. Agree because: \_\_\_\_\_
  - d. Strong agree because: \_\_\_\_\_
4. It would be embarrassing for me to ask customer for proof of their age
  - a. Strongly disagree
  - b. Disagree
  - c. Agree because: \_\_\_\_\_
  - d. Strong agree because: \_\_\_\_\_
5. Teamwork is:
  - a. My job to help my co-worker serve the customers
  - b. Is over rated, only if I can get my work done
  - c. Is what makes the job fun and customers happy
  - d. Is a good idea if I have the time
6. If the purchase is \$2.67 cents and the customer gives me a \$5, I will give the customer the following change:
  - a. 2 one dollar bills, 3 dimes and 3 pennies
  - b. 2 one dollar bills, 6 nickels and 3 pennies
  - c. 2 one dollar bills, 1 quarter, 1 nickel and 3 pennies
  - d. Whatever the till tells me
7. I find rude, grumpy customers:
  - a. Ok – if they make their purchase quickly so they can be on their way
  - b. Hard to deal with because I am so \_\_\_\_\_
  - c. A challenge to see if I can solve their problem and make them a regular customer
  - d. Scary, I hope I am not alone with them
8. What is 10 percent of \$1.70? \_\_\_\_\_
9. The sodas are on sale at two for \$3 but the till says \$3.60. Using the on sale price, each soda should be. \_\_\_\_\_
10. A candy bar rings up at 1.19 and the customer has a 25¢ coupon. Final price is \_\_\_\_\_
11. While you maybe hire at one store are you willing to work at the other store.
12. Yes --- No, because \_\_\_\_\_
13. Using one word, my co-workers would describe me as, \_\_\_\_\_

Updated 01-23-17

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