

# Dollar General Lead Sales Associate Job Description

---

## **Duties and Responsibilities:**

- Greet and give assistance to customer, and ensure effective customer service leadership
- Perform itemization and totaling of customer purchases using the cash register and scanner
- Take payment from customers and give correct change as may be necessary
- Bag purchased merchandise for customers and assist them with merchandise as may be needed
- Adhere to Dollar General work processes for receiving, opening, and unpacking cartons, boxes, and totes of merchandise
- Perform stocking, restocking, and rotation of merchandise on shelves, as well as create merchandise displays
- Carry out store, restroom, and stockroom cleaning; dust and mop store floors; and remove trash
- Assist in setting up sidewalk displays
- Help in implementing and maintaining of planograms
- Follow the store manager's directive in opening and closing store
- Carry out the assistant store manager or store manager's duties in their absence.

## **Dollar General Lead Sales Associate Requirements – Skills, Knowledge, and Abilities**

- Strong knowledge and understanding of the Dollar General safety policies and practices
- Strong oral communication and interpersonal skills
- Strong ability to read and comply with directives stated in the planogram and merchandise presentation guides

- Strong ability to quickly carry out simple mathematical calculations, including addition and subtraction; multiplication and division; and percentages
- Ability to effectively carry out cash register functions
- Strong knowledge of policies and practices regarding safety control, cash, and facility
- Strong ability to handle cash following established procedures such as cash deposit and accountability control
- Possess valid driver's license to drive own car to the bank to deposit cash
- Possess minimum educational qualification of High School Diploma or equivalent in addition to six months working experience in a supervisory role. Related training or experience may also be accepted.