

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Exchange Attendant

JOB CODE : 030430, 030472

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent operates a small convenience store within the Food Service Cafeteria of the Nevada Test Site.

DIMENSIONS

The incumbent reports to the head exchange attendant or a Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Operates cash register; provides customer service;
2. Stocks/maintains all inventory within store;
3. Displays items; keeps dated stock rotated as required;
4. Sells unopened bottles of alcoholic and nonalcoholic beverages to be taken from premises when licensed for sale of packaged goods;
5. Receives payment for amount of sale and makes change;
6. Maintains clean work environment;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking short distances throughout shift;
2. Frequent lifting/carrying of notions/food stuffs/ supplies up to 25 lbs.; occasionally lifting up to 35 pounds maximum;
3. Occasional pushing/pulling using both hands/arms while moving supplies;
4. Frequent bending/twisting at waist/neck while stocking shelves, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating cash register. receiving payment, etc.; some overhead reaching required;
6. Constant use of sight abilities in performing duties and maintaining a safe work environment;
7. Constant use of speech/hearing abilities in communicating with customers, coworkers, and supervisors

Exchange Attendant

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in making correct change, ordering supplies, and maintaining a safe work environment;
2. Must possess good interpersonal skills in order to communicate with all types of people in a pleasant manner;
3. Must be able to attend to the needs/requests of customers;
4. Must possess basic mathematical skills and ability to make change accurately;
5. Must be able to read/write/speak English, read instructions, rules, etc.;
6. Must possess independent judgement in order to determine whether patrons meet age requirement for purchasing alcoholic beverages.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in the Food Service Cafeteria.

Tools & Equipment Used: Cash register, hand truck, and general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as assistant storekeeper or pantryman, bartender, beer/bar attendant, head cashier, or assistant storekeeper/stores. Applicants must be able to pass credit check.

OTHER SPECIAL QUALIFICATIONS

None.