



JOB DESCRIPTION: MANAGER TRAINEE / PART-TIME ASSISTANT TRAINEE

JOB DUTIES: This is an hourly, non-exempt position which gains knowledge and experience required for promotion to management positions under direction of experienced personnel by performing the following duties personally or through subordinates. This position is also responsible for customer sales and service in the store. This position generally lasts up to six months before promotion to the next level.

I. DUTIES AND RESPONSIBILITIES

Receives training and performs duties in all departments. These duties include customer relations and sales, accounting, familiarity with all staff functions, store operations, management directions, stockroom and store maintenance, and knowledge of company policies and practices which affect each phase of business.

Directly observes experienced employees to acquire knowledge of methods, procedures, and standards required for performance of departmental duties. May be required to learn and comply with complex regulations, such as federal firearms or ammunition paperwork.

Greets customers on sales floor and determines make, type, and quality of merchandise desired. Displays merchandise, suggests selections that meet customer's needs, and emphasizes selling points of article such as quality and utility. Frequently answers phone calls and provides information to customers or co-workers regarding merchandise and its' availability. Must lead by example with friendly and attentive customer service.

Regularly performs POS transactions. Takes inventory of stock and organizes stockroom. Moves merchandise from stockroom out onto the sales floor or to customer's vehicle. Unloads shipments from a truck/trailer. Frequently promotes merchandise in conjunction with a sales advertisement. Performs constant maintenance of merchandise, sales floor, and bathroom.

Represents Company to the public. Other duties as assigned.

II. SCHEDULE REQUIREMENTS

- The position and duties reflect those of an hourly paid employee and thus, the employee is compensated as an hourly, nonexempt employee.
- Regular and dependable attendance to meet a full-time or part-time schedule is required.
- This is a full-time or part-time position with a regularly changing schedule.
- Minimal travel may be required to attend and participate in company sponsored training seminars.
- May be assigned to other locations based on Company business needs.

QUALIFICATIONS AND REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential job functions. A qualified employee or applicant may not have any firearms and/or ammunition prohibition of any kind.

I. EDUCATION / EXPERIENCE

Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Minimum requirement: High school diploma, General Education Development (GED) or High school equivalency exam.

III. MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide, in all units of measure using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as discounts, proportions, percentages, area, and volume.

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and communicate effectively with others. The employee is frequently required to reach with hands and arms; climb or balance; and stoop, kneel, and crouch. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

II. LANGUAGE SKILLS

Ability to understand and incorporate management or corporate communications and policies such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence; speaking and understanding English to effectively communicate with customers, coworkers, or supervisors who only speak English and utilize public address system; to comprehend and apply general business periodicals, professional journals, technical procedures, or governmental regulations; to write reports and business correspondence; and to effectively present information and respond to questions from groups of managers, customers, the general public and other employees.

IV. REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

VI. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works at heights and occasionally works near moving mechanical parts and with ammunition and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

** This job description is not intended to provide an exhaustive nor comprehensive list of every activity, duty, or responsibility of a Manager Trainee/Part-Time Assistant Trainee; rather it is designed to provide an overview of the most frequently performed functions. The applicant or employee should be aware that other duties may be assigned and if so, the employee is required to complete them.*