



JOB DESCRIPTION: SALES (FULL OR PART-TIME)

JOB DUTIES: This is an hourly, non-exempt position whose primary purpose is to sell to customers and meet their needs. This position also involves strong customer relations and a focus on support service.

I. DUTIES AND RESPONSIBILITIES

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. Regularly prepares sales slip or performs POS register transaction.

Occasionally receives payment or obtains credit authorization. Occasionally bags merchandise for customer.

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 on the sales floor and in the backroom.

Must, by self-initiation, provide friendly and attentive customer service. Must maintain professional atmosphere and communicate effectively with other co-workers, management, vendors, and clientele.

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, non-exempt employee.
- Regular and dependable attendance to meet a full-time or part-time schedule is required.
- Schedule changes regularly to best suit the store's operational needs.
- Part time hours will vary depending on a variety of factors.
- May be cross trained for other roles 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

One to two years related experience and/or training; or equivalent combination of education and experience

III. MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates and percentages.

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, or 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.

IV. REASONING ABILITY

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 near moving mechanical parts.

The noise level in the work environment is usually moderate. 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 Sales position; 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.*