

Retail Sales Associate

Reports to: Store Management Team

Department: Stores

Division: Retail

Date: 1/1/2009

JOB SUMMARY:

Responsible for Selling all types of product to customers, meet and greet customers, transfers or receiving merchandise. Not all Sales Associates will be cashier responsibilities, therefore If you are trained to accept payment and making change for customers in our retail stores. It is a condition of employment that you are flexible with regard to hours and days worked and we may need to increase your hours or to decrease your hours based on the needs of our business.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Sell Product, put product in customers hands
2. Provide excellent customer service, meet and greet
3. Engage customer in conversation –product knowledge, fashion
4. Stocks shelves, counters, or tables with merchandise.
5. Sets up advertising displays or arranges merchandise on counters or tables to promote sales.
6. Stamps, marks, or tags price on merchandise.
7. Obtains merchandise requested by customer or receives merchandise selected by customer.
8. Answers customer's questions concerning merchandise.
9. Totals price and tax on merchandise purchased by customer to determine bill.
10. Accepts payment and makes change if trained to do so.
11. Wraps or bags merchandise for customers.
12. Cleans shelves, counters, tables, floors and overall store.
13. Calculates sales discount to determine price.
14. Keeps record of sales, and prepares inventory of stock.

ADDITIONAL RESPONSIBILITIES:

To be determined by your Management at any given time.

SUPERVISORY RESPONSIBILITY:

None

QUALIFICATIONS:

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 may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE and/or EDUCATION:

Minimum of one year of retail/customer service experience
High School Diploma, or equivalent

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, policies and procedures, and operating and maintenance instructions.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

SUPERVISION:

Direct Supervision

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to walk; reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb or balance. The employee must regularly lift and or move up to 10 pounds

I have read and understand the job description.

Print Name

Signature

Date