



Revised 01/01/2009

Retail Stock Associate

Job Description

Job Code: 4/496

FLSA: Hourly Non-Exempt

Reports

to: Store Manager

Job summary

Stock and inventory associates are responsible for the flow of merchandise from the point of delivery to the sales floor or internal destination. When working in this role, you may be responsible for receiving, unpacking, processing, organizing, and storing merchandise. This position is not just about heavy lifting. The company's merchandising and display standards will be in your hands, so your work will ensure that products are easily accessible, visually appealing, and constantly available. Your work will enhance the brand image of both the products and the store, and positively impact the customer experience.

Summary of essential job functions

1. Follow proper merchandising presentation guidelines, including organization, sizing and overall product presentations for all in-store merchandising display units on a consistent basis
2. Restock products on the sales floor on an ongoing basis
3. Develop a thorough knowledge of all apparel, footwear and equipment
4. Assist in directing customers to appropriate service associates
5. Provide clear communication to peers and management regarding product levels and other needs
6. Decrease store shrinkage by researching inventory discrepancies, and reporting suspicious activities to loss prevention specialists
7. Organize the stock room or warehouse, and ensure that accurate labeling, logical placement, neat arrangement, and cleanliness are maintained
8. Assist in other store functions as needed

Minimum requirements

1. Must have or be pursuing a High School diploma or GED
2. Knowledge of retail merchandising and product flow techniques

- 3. General knowledge of product and accessories
- 4. Able to perform basic math functions, including addition, subtraction, multiplication and division
- 5. Able to effectively communicate in written and verbal English
- 6. Able to accomplish multiple tasks and work effectively with others in a fast-paced team-oriented environment while providing excellent customer service
- 7. Self-motivated and able to work independently with little supervision
- 8. Cash register experience is preferred

Physical Requirements

Since this position requires the handling of merchandise, supplies and materials, it will be physically demanding. Your physical functions will include:

- Ladder climbing
- Lifting up to 50 pounds without assistance
- Bending, twisting, reaching, pushing, pulling, and performing repetitive motions
- Standing and walking for up to 8 hours in a row
- Moving large quantities of merchandise with carts, dollies, hand trucks, and other moving equipment

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Printed Name

Date

Employee Signature



Revised 01/01/2009

Sales/Cashier

Job Description

Job Code: 4

FLSA: Hourly Non-Exempt

Reports

to: Store Manager

Job summary

A Sales/Cashier is responsible for maintaining Customer Service as per company standard, generating sales, housekeeping, merchandising, signing, pricing, cash register operations (POS) and loss prevention in adherence to all Company Policy/Store standards.

Summary of essential job functions

1. Ensure that each customer receives outstanding Customer Service by providing a friendly environment which includes greeting and acknowledging every shopper, maintaining outstanding standards, solid product knowledge and all other components of Customer Service.
2. Maintain an awareness of all product knowledge information, merchandise promotions, test merchandise and advertisements.
3. Assist in floor moves, merchandising, display maintenance and store housekeeping.
4. Assist in processing and replenishing merchandise; participate in receiving and monitoring floor stock; ensures markdowns and transfers are done promptly.
5. Adhere to all Company policies, procedures and practices including signing, pricing, and loss prevention.
6. Accurately and efficiently complete all sales transactions and maintain proper cash and media accountabilities at POS registers.
7. Communicate Guest requests to management.
8. Any other duties as assigned by management.

Minimum requirements

1. Must have or be pursuing a High School diploma or GED
2. Ability to process information/merchandise through computer system and POS register system.
3. Ability to communicate with associates and customers.

- 4. Ability to read, count and write to accurately complete all documentation.
- 5. Ability to freely access all areas of the store including selling floor, stock area, and register area.
- 6. Ability to operate and use all equipment necessary to run the store.
- 7. Ability to climb ladders.
- 8. Ability to move or handle merchandise throughout the store generally weighing 0-50 pounds.
- 9. Ability to work varied hours/days as business dictates.

Physical Requirements

- Work usually requires walking or standing to a significant degree.
- Work may involve sitting for brief periods of time.
- Reaching, stooping, kneeling, handling, lifting, carrying, standing, walking, pushing and pulling is required frequently for the position.

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Printed Name

Date

Employee Signature