

PJ HYDE & SONS INC

Job Description

Job Title: Sales Associate

Job Summary

Responsible for all cash, merchandising and equipment by performing assigned tasks. Reports to and receives direction from Shift Supervisor, Assistant Manager and Store Manager.

Essential Duties and Responsibilities (not limited to)

- Provide prompt and courteous service to all customers
- Stock shelves, counters or tables with merchandise
- Set up advertising displays or arrange merchandise to promote sales
- Stamp, mark or tag prices on merchandise
- Obtain merchandise requested by customer or receive merchandise selected by customer
- Answer customer questions concerning location, price and use of merchandise
- Total price and tax on merchandise purchased to determine bill
- Accept payment and make change
- Bags merchandise for customer
- Cleans shelves, counters and tables
- Removes and records amount of cash in register at end of shift
- Keeps record of sales, prepares inventory of stock and orders merchandise
- Follows all rules as they apply to company policy and local, state and federal laws
- Performs other duties assigned by management

Qualifications

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements of this position are basic mathematical and computer skills. Must be able to read and comprehend simple instructions. Take direction from management. Must be willing to provide a clean, safe and friendly environment to our customers.

Physical Demands and Work Environment

Physical Demands: The physical demands described here representative of those that must be met by an employee to successfully perform the essential functions of the job. Employee is regularly required to stand for prolonged periods of time. Also, will need to be able to reach, climb, kneel, balance, stoop, lift and crouch. Must be able to move and/ or load merchandise (up to 50 lbs).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential function of the job. Exposure to cleaning solvents. Exposure to outside weather conditions.

****Note:** All full time positions require a minimum of 30 hours per work up to the normal 40 hour work week with overtime as required.