

EARTH GOODS GENERAL STORE

Job Description



Location:		1249 South 900 East, Salt Lake City, UT 84105	
Job Title:		Retail Sales Associate	
Supervisor:		Thom Benedict	Title: General Manager
Level/Grade:	Type of position:	FSLA:	Hours:
Working Level	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	20 hours / week Flexible Shifts Between 9:30am to 7:00pm Tuesday through Saturday
GENERAL DESCRIPTION			
<p>Assists the store manager in carrying out the operations of a retail store including stocking, store maintenance, cashiering and other related activities. Assists in maintaining proper inventory levels through ordering of stock, daily and spot inventory checks, assuring correct receiving and stocking of merchandise and placing correct codes on stock and in the register. Performs cashier duties. Aids in preparing daily sales reports, deposits, change orders, and register set up and close out. Assists the public in making product selections. Performs basic store janitorial maintenance.</p>			
EXAMPLES OF TASKS			
<p>This list contains tasks typically associated with the job. It is not all-inclusive and may vary from position to position.</p> <ul style="list-style-type: none"> • Conduct regular and/or spot check inventories of merchandise, supplies, or equipment to ensure adequate supply. • Order, receive, inspect, and store equipment, merchandise, commodities, materials, and/or supplies. • Verify cash intake matches sales and inventory activity. • Set up and close cash registers and prepare deposits. • Process cash register transactions, give correct change and close till at end of shift. • Assist customers in finding products, making selections and purchasing items. • Research origins, ingredients, and production and transportation methods of new and existing products. • Resolve potential confrontational issues when dealing dissatisfied customers, vendors, shoplifters, etc. • Assist in training and supervising new staff. • Other tasks as assigned. 			
KNOWLEDGE, SKILLS, ABILITIES			
<p>The ideal candidate will bring a unique combination of experiences, talents and interests. The following lists describe minimum requirements the position.</p>			
Knowledge Of:			
<ul style="list-style-type: none"> • Environmental issues and methodologies being used to counteract negative trends • Product lines and merchandise pricing techniques • Principles, theories, and practices of purchasing goods and services • Applicable laws, rules, regulations and/or policies and procedures 			
Skills/Ability To:			
<ul style="list-style-type: none"> • Train co-workers and/or delegate work • Maintain inventory; track receipt, sending and delivery of product; stock shelves; organize and display materials • Operate point-of-sale terminal/cash registers; process cash receipts and deposits • Use basic business math to solve problems • Compile, code, categorize, calculate, tabulate, audit, verify, or process information or data • Speak clearly and effectively; listen to, and understand, information and ideas as presented verbally • Deal with people in a manner which shows sensitivity, tact, and professionalism 			

OTHER REQUIREMENTS & CHARACTERISTICS

The work requires some physical exertion such as long periods of standing; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurrent lifting of moderately heavy items such as furniture and merchandise shipments. The work may require specific but common physical characteristics and abilities such as lifting up to 50 pounds, above-average agility, and dexterity.

Although not required, candidates are encouraged to highlight additional qualifications including, but not limited to, public relations, marketing, design, internet technology, environmental studies, travel, research, etc.

APPLICATION INSTRUCTIONS

To apply for a position, please do one of the following:

1. Request a job application via email or in person
2. Complete the online application and submit
3. (Preferred) In lieu of application, submit resume and cover letter to:

Earth Goods General Store - HR

1249 South 900 East

Salt Lake City, UT 84105

thom@earthgoodsgeneralstore.com

www.earthgoodsgeneralstore.com