



1705 S. Beacon Blvd, Suites 805, 807, and 809, Grand Haven, MI 49417  
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### Job Description: Retail Sales Associate

**Reports To:** Store Manager

**Pay:** \$13/hour

**Status:** Full-time (typically 35 to 40 hours/week) or Part-Time (typically 5 to 30 hours/week)

**Position Summary:**

Ensures that customer's needs are met and that store merchandise is received, unloaded, priced, and displayed in a timely manner. The below breakdown is an estimate of daily responsibilities; however, duties will vary based on truck deliveries, customer counts, and time of day.

Essential Functions	Percent of Time
<b>Customer Service</b> - Greet customers, provide assistance, answer questions	30%
<b>Manage Stock</b> - Unload boxes from the truck, unpack, price, and display merchandise	30%
<b>Cashier</b> – check customers out at point-of-sale	25%
<b>Store Maintenance</b> – clean bathrooms and breakroom, dust shelves, empty garbage and recycling, maintain a safe environment	10%
<b>Theft Prevention</b> - Watch for, and mitigate, security risks and thefts	5%
<b>Other duties as assigned</b>	

**Qualifications (Knowledge, Skills, Abilities)**

- Prior retail sales or customer service experience preferred
- Taking initiative to help customers
- Being reliable about work hours, attention to customers, and store appearance
- Working scheduled shifts
- Excellent communication and interpersonal skills

**Physical Demands**

- Lifting and carrying products and/or boxes up to 50 pounds
- Bending and reaching
- Standing and walking
- Conversing with customers in person and over the phone