

# JOB DESCRIPTION – PART TIME MERCHANDISE SELLER



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|----------------|----------------------------------|
| Facility Name: | <b>VENUWORKS OF CEDAR RAPIDS</b> |
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## JOB INFORMATION

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|--------------|--|----------------|--|
| Job Title:   | Merchandise Seller                       | Department:    | Food & Beverage  |
| Reports To:  | Daniel Crawford, Accounting Manager      | FLSA Status:   | Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/> |
| Prepared By: | Janna Graber, Human Resources Specialist | Date Prepared: | 3/2/2015   |
| Approved By: | Sharon Cummins                           | Approved Date: | 3/8/2015   |

## SUMMARY

Responsible for selling merchandise to patrons and accurately completing cash sales transactions in a timely manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

1. Reports to money room to sign out event cash bank.
2. Verifies opening bank total.
3. Counts beginning and ending merchandise inventory.
4. Greets patrons approaching the stand.
5. Acquaints patrons with items for sale and uses suggestive selling techniques.

**OTHER DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

1. Accurately receives all cash in respective stand for all cash sales during an event.
2. Inform the stand manager of any overages or shortages.
3. Verifies cash amount with inventory sheet after the event and turns in cash to the Cash (Vault) Attendant or Merchandise Supervisor.

## SUPERVISORY RESPONSIBILITIES

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.

1. This position requires excellent skills in customer relations, communications and problem solving.
2. Must be available to work primarily nights and weekends, and occasionally holidays.
3. Must have a positive and friendly demeanor.

## EDUCATION and/or EXPERIENCE

1. High School diploma, GED or equivalent.
2. Customer service experience desired.
3. Ability to add, subtract, multiply, and divide in all units of measure.

## CERTIFICATES, LICENSES, REGISTRATIONS

1. Applicant must possess current, valid driver's license and a current working home telephone with a number that can be accessed by building management personnel for business contact purposes.

## LANGUAGE SKILLS

1. Ability to speak and understand English.
2. Ability to read and interpret documents such as instructions, policies and procedures.
3. Ability to write routine reports.
4. Ability to deal effectively and courteously with the general public.

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## REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to remember previously learned material such as specifics, criteria, techniques, principles, and procedures; ability to grasp and interpret the meaning of material; ability to use learned material in new and concrete situations; ability to break down material into its component parts so that its organizational structure can be understood; ability to recognize casual relationships, discriminate between behavior mechanisms, and identify elements that are relevant to the validation of a judgment; ability to put parts together to form a new whole or proposed set of operations; ability to relate ideas and formulate hypotheses; ability to judge the value of material for a given purpose on the basis of consistency, logical accuracy, and comparison to standards; ability to appraise judgments involved in the selection of a course of action; ability to identify choices and potential outcomes, determine importance of outcomes, combine information to prioritize options and make decision based on best and most important choice.

## 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 position.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel.
3. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

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|------------------------|--|-------|--|
| Employee<br>Signature: |  | Date: |  |
|------------------------|--|-------|--|