

## **Job Description: Seasonal Sales Associate**

**Date:** March 2020  
**Title:** Seasonal Sales Associate  
**Department:** Points West Market  
**Position Reports To:** Sales Manager  
**Status:** Non-exempt / Seasonal

### **Summary:**

To ensure prompt, courteous assistance to all people entering Points West Market. Strive to increase product knowledge by attending training sessions and to look for ways to improve one's own knowledge.

### **Job Duties:**

- Approach all customers with a greeting and smile.
- Assist customers with purchases.
- Restock displays.
- When not assisting customers, clean shop (dust and straighten, SSBF—stocking, straightening, blocking, feathering). Make sure all clothing sizes are on the racks and in order.
- Notify office of needed items (paper, pens, merchandise, sacks).
- Count money before store opens in the morning.
- Count out registers and record information for the Accounting Department when store closes in the evening.
- Record SKUs that do not compute on orange sheet.
- Perform additional duties, either incidental or implied, consistent with the employee's background or training, or which may be reasonably delegated as being in the best interest of the Center.

### **Supervisory Responsibilities:**

- None.

### **Competencies:**

- Helpful, friendly attitude.
- Ability to handle money.
- A love of the West and western artifacts or a willingness to learn about the western heritage.

### **Required Education and Experience:**

- High school diploma or GED.

### **Other Duties:**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **EEO Statement:**

- Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or

service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.