

Job Description: Seasonal Sales Associate

Date: Summer 2025
Title: Sales Associate, Points West Market (Seasonal)
Department: Revenue
Position Reports To: Laura Brooks
Status: Non-Exempt / Seasonal

Summary: To ensure prompt, courteous assistance to individuals entering Points West Market. Ring up sales on cash Register. Strive to increase product knowledge by attending training sessions and to look for ways to improve one's own knowledge.

Job Duties:

- Approach customers with a greeting and smile.
- Assist customers with purchases, using cash register to ring up purchases, issue refunds, etc.
- 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.

Competencies:

- Guest-oriented .
- Ability to operate a cash register.
- Ability to handle money.
- A love of the West and western artifacts or a willingness to learn about the western heritage.
- Self-motivated.

Supervisory Responsibilities:

- None

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.

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Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting	x			
Standing				x
Walking			x	
Bending Over			x	
Crawling	x			
Reaching				x
Crouching		x		
Kneeling		x		
Balancing	x			
Pushing/Pulling		x		
Lifting/Carrying				
10 lbs or less				x
11 lbs to 25 lbs			x	
26 lbs to 50 lbs		x		
51 lbs to 70 lbs		x		
Manual Dexterity				x
Fine Motor Skills				x
Gross Motor Skills				x
Eye/Hand Coord.				x
Near Vision				x
Far Vision				x
Color Recognition				x
Hearing				x

Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside		x	
Working Inside	x		
Working Alone	x		
Working Closely with Others	x		
Excessive Cold/Heat		x	
Excessive Humidity/Dampness		x	
Noise/Vibrations		x	
Working with Chemicals/Detergents/Cleaners			x
Working Around Fumes/Smoke/Gas		x	
Walking on Uneven Surfaces		x	
Motorized Equipment or Vehicles		x	
Working With Machinery/Motorized Equipment		x	
Climbing on Scaffolds or Ladders (Step Stool)	x		