

Job Description

Date:	Spring 2026
Title:	Sales Associate, Points West Market (Seasonal)
Department:	Revenue
Position Reports To:	Store Supervisor
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
- Weekends shifts required.

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.

Buffalo Bill Center of the West

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