

Sales Clerk Job Description

Summary: Record sales using computerized Point of Sale (POS), accept payment and make change for customers, receive merchandise from artists, keep store clean and neat.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

- Greet all customers entering the store within 10 feet of the entrance, explaining the HomeGrown concept to new customers, and assisting our customers in a courteous and businesslike manner.
- Operation of the store Point of Sale (POS) computer system handling customer transactions in a courteous manner following all company policies and procedures pertaining to each type of transaction.
- Calculate sales discounts to determine price using computerized POS.
- Operate POS for receiving new merchandise.
- Tag price on merchandise.
- Obtain merchandise requested by customer from walls or shelves.
- Answer customers' questions concerning location, price, and use of merchandise.
- Be knowledgeable about our artists and their work.
- Accept payment and make change.
- Wrap or bag merchandise for customers.
- Assist in the replenishment of merchandise on the sales floor as directed including filling displays, arranging merchandise, and assisting in setting up displays.
- Assist in maintaining the store appearance including general housekeeping tasks such as dusting of displays and merchandise, cleaning of shelves and display areas.
- Remove and record amount of cash in register at end of day.
- Open or close the store on time following company procedures.

Qualifications/requirements:

- Previous retail or customer service experience helpful, but not required.
- Ability to read, interpret, and respond as necessary to documents and emails.
- Ability to understand and use a computer.
- Ability to speak effectively with customers.
- Ability to work with minimum amount of supervision under stressful conditions.
- Ability to follow instructions and problem solve.
- Requires long periods of standing and moving.
- Neat and clean appearance.