

*SEE ROCK CITY, INC.*  
**JOB DESCRIPTION**

Title: <b>RETAIL PARTNER</b>	Team: Retail
Reports to: TEAM LEADER	Status: Hourly, nonexempt

**Summary:**

*Responsible for handling sales transactions for our guests. Provides excellent guest service in line with our mission, culture and values. Maintain a clean and orderly shop.*

**Responsibilities:**

- ◆ Ensures excellent guest service in all aspects, providing excellent guest service in line with our mission, culture and values.
- ◆ Models appropriate guest and partner interaction at all times.
- ◆ Performs the opening and closing procedures as well as all other normal cashier duties.
- ◆ Adheres to company policy.
- ◆ Maintains a clean and orderly shop.
- ◆ Helps restock as needed.
- ◆ Answers phone in professional manner and take messages and/or orders as needed.
- ◆ Performs other duties as assigned by management.

**Qualifications:**

- Possess an outgoing, friendly personality and the desire to provide quality service.
- Ability to convey a conservative and professional image to guests
- Ability to provide a flexible schedule to work nights, weekends, and holidays.
- Ability to speak effectively in one-on-one and small group situations.
- Ability to read and interpret documents; to write reports and correspondence.
- No prior experience needed. Must complete company orientation and cashier training before beginning work.
- Ability to add, subtract, multiply and divide. Ability to perform these operations using units of American money.
- Must possess good computer skills.
- Ability to stand and walk; Ability to stoop, kneel or crouch, and lift up to 10 pounds.