

# **Gun Counter Sales Clerk**

**Reports to: Store Manager, Assistant Manager, or Supervisor on duty.**

**Classification: Non-Exempt / Hourly**

**6/15/21**

## **JOB SUMMARY:**

To provide the best customer service and maximize sales through efficient execution of Company & ATF regulations.

## **ESSENTIAL FUNCTIONS:**

1. Assisting customers and informing them of product knowledge along with special order request.
2. Must be at least 21 years old to sell Firearms & Ammunition.
3. Illinois residents-must carry a valid Firearm Owners Identification [F.O.I.D.] card and Missouri/Iowa residents-must have a valid Driver's License.
4. Must follow all Firearm Sale Procedures & ATF regulations, which includes the 4473 Form.
5. Operating handheld Telxon.
6. Follow company guidelines for department merchandising and setting store ads.
7. Ensuring a safe and clean work environment.
8. Following loss prevention and safety procedures.
9. Attending store and job-related meetings.
10. Communicating with Customers, Management and all store employees.
11. Following all applicable Company, local, state and federal guidelines.
12. Ensuring that your work area is clean and has sufficient supplies to complete assigned duties.
13. Operate cash registers and assist with customer carry outs.
14. Must be able to work evenings, week ends and holidays.
15. Weight lifting capability up to and including 80 lbs.
16. Other duties and responsibilities may be required as assigned.
17. Required on-line job training available on our Outfitters website.

**ADDITIONAL RESPONSIBILITIES:** Completes special projects directed by management and additional responsibilities may be assigned throughout the store at any given time.

## **MINIMUM REQUIREMENTS OF TRAINING AND EXPERIENCE:**

1. Minimum Age requirement is 21 years old. Illinois residents-must carry valid Firearm Owners Identification [F.O.I.D.] Card and Missouri/Iowa residents-must have a valid Driver's License.

2. Must possess great customer service and communication skills.
3. Candidate must have great attention to detail and accuracy.