

Department Head

Reports to: Store Manager, Assistant Manager, or Supervisor on Duty. Classification: Non-Exempt / Hourly / 1/1/2017

JOB SUMMARY: To provide the best customer service and maximize sales through efficient execution of Company procedures.

ESSENTIAL FUNCTIONS:

1. Helping customer with special order request & locate merchandise. Informing customer of product knowledge that may be helpful. Greet each customer within 10 ft.
2. Verifying proper product rotation and basic stocking of merchandise in multiple departments.
3. Must have basic knowledge of Farm & Home web based Intranet.
4. Removing damaged merchandise from floor as needed. Review & correct outages & overstocks in order to supply proper inventory levels.
5. Follows company guidelines for department merchandising and setting store ads & sale signage.
6. Identify & display of new items at their designated location in department, with Management approval.
7. Demonstrates strong merchandising presentation skills for in-aisles, end caps and displays.
8. Ensuring a safe and clean work environment, while following loss prevention and safety procedures.
9. Attending store and job-related meetings, along with reviewing the F&H Weekly Update that is distributed to each store every Monday.
10. Professionally communicating with Customers, Management and all store employees.
11. Follows all applicable Company, local, state and federal guidelines.
12. Assists with price changes, markdowns & labeling of merchandise.
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. Maintain & control organized stock room area.
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 18 years old. Must possess great customer service and communication skills. 6 months of previous retail experience is preferred.