

# AQUASCAPE, INC.

## Job Description



**Job Title:** Retail Sales Associate

**Department:** Retail

**Reports to:** Retail Store Manager

**Type of position:** Hourly

**FLSA Status:** Non-Exempt

The retail sales associate position is a seasonal position offering flexible work hours. Sales associates are responsible for greeting customers, providing excellent customer service, ringing sales transactions on register and maintaining store appearance.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide excellent customer service
  - Provide customers information on Aquascape products
  - Share Aquascape's passion and educate our customers about water features
  - Assist and evaluate customer needs with their fish, plant and other store purchases
  - Promote sales by talking to customers and assessing their needs and recommending products
  - Welcomes customers by greeting them and offering assistance
  - Communicate with the customers any product promotions and training events
- Maintain store appearance
  - Treat, clean and maintain store displays, including fish, turtle, and plant displays
  - Stock and maintain store shelves
  - Maintain outside displays and surrounding areas as needed; Planting, pulling weeds, watering
  - Sweep or vacuum floors
- Operate cash register
- Open and close store, if required
- Answer phone calls and respond to emails
- Comply with company safety policy, procedure, and practices
- Participate in company events
- Special projects as requested

### REQUIRED QUALIFICATIONS

- 18-years or older, or able to obtain a work permit
- Able to work flexible schedule including evenings and weekends
- Prior retail sales experience
- Excellent communication skills
- Computer skills including Excel and previous experience operating a POS register
- Punctual and reliable
- Able to handle multiple tasks
- Able to lift up to 50 lbs.
- Must be able to bend, stoop and squat and stand throughout a 5-8 hour shift
- Willing to get hands dirty
- Safety-conscious
- Good communication skills
- Willingness to follow direction and conduct a multitude of tasks as assigned
- Knowledge of pond industry a plus but not required

Job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Aquascape Inc. is an equal opportunity employer