

POSITION TITLE: Retail Sales
DEPARTMENT: Retail
REPORTS TO: Retail Store Manager

POSITION SUMMARY:

Butterfly Wonderland Retail Sales is a dedicated individual who can oversee in achieving in the best way possible stocking, merchandising and sales talents as needed for the success of the retail store – Butterfly Treasures.. Fostering a positive teamwork atmosphere, detailed, organized, independent attention to the overall retail product experience.

MAJOR DUTIES AND RESPONSIBILITIES:

- Friendly, positive attitude with experience in retail sales; preferably entertainment venues with gift store specific items that create memories for the guest purchases.
- An example of being patient, kind, respectful, guest service focused, honest, and committed in interacting with one another as well as guests of all ages..
- Ensure that a proper level of stock is maintained and that the merchandise is displayed appropriately with proper signage and favorable shelf placement.
- Work closely with Store/Sales Manager on new product for an awareness and appreciation of certain products for all of the sales team are likely to recommend these products to customers.
- Assist in the control all stock levels of merchandise; making sure all stock is filled and ready to sell
- Understand how to look up inventory in the POS for restocking and stocking levels
- Maintain all sales merchandise
- Maintain that there is no damaged stock on the floor
- Maintain all visual displays to entice guests to purchase and add on items to complete the larger sale
- Assist with sales on the sales floor
- To be able to awaken the senses, and provide a wonderful buying experience for the guest
- Displays all new merchandise and daily merchandise from sales team that needs to be placed on floor
- Must be able to lift 20 + lbs
- All other duties assigned as needed by management

Qualifications:

Experience in the retail industry in sales.

- Reliable, friendly.
- Detailed oriented and customer service oriented.
- 2-3 years' experience in retail sales, customer service
- Experience with cash handling, tracking, loss prevention and inventory management systems
- Must lead by example, have strong communication skills and be able to work with the public and company vendors.

PHYSICAL AND MEDICAL REQUIREMENTS:

- Ability to work a flexible schedule which may include evenings and/or weekends and holidays.
- Successful completion of all pre-employment screening.
- No history of allergy related to animals or plants, which might interfere with ability to work.
- Employee must be able to occasionally lift, move, carry, push, or pull up to 50lbs.
- Ability to stand and walk for long periods of time.
- Ability to use hands to handle or feel; and reach with hands and arms.
- Ability to balance, stoop, kneel, crouch, climb stairs, or crawl.
- No impairment of sight, smell, hearing, touch, balance, and agility of movement which might interfere with ability to work.
- Must be able to take directional cues directly or indirectly.
- Ability to work in an environment that may be loud at times.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must exemplify core fundamentals of the Employee Promise, which states:

- I am empowered to take ownership of any opportunity to exceed expectations.
- I anticipate guest needs and pay attention to the details.
- I treat all internal and external customers with respect.
- I am on stage! (Smile)
- I have an attitude of gratitude.
- I get it right the first time.
- I display actions that are moral and ethical.
- I always provide alternative solutions.
- I am committed to learning every aspect of our product and services.
- I use the 10/5 rule, 10 feet I acknowledge my guest's presence with a smile and at 5 feet. I greet them with a courteous word.
- I use name recognition at every opportunity.
- I take personal responsibility for our surroundings.
- I am accountable for my tools and resources.
- I value the contribution of every team member.

Signature

This job description has been approved by all levels of management:

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

August 2021