

Job Description



Position: Sales Clerk

Job Summary

The Sales Clerk is responsible for selling, stocking, and maintaining product inventory as required. A positive, friendly, courteous attitude toward customers and co-workers is necessary.

Principal duties and Responsibilities

1. Responsible for selling and stocking product.
2. Responsible for opening and closing procedures.
3. Responsible for keeping all counters, shelves, floors and windows clean.
4. Must be courteous and helpful to customers.
5. Responsible for preparing mail orders (Ryba's Shops).
6. Responsible for making a variety of candies (Ryba's Shops).
7. Responsible for keeping uniform neat and clean and presenting oneself in a well-groomed manner.
8. Other duties as assigned.

Knowledge, Skills and Abilities Required

1. Must have excellent communication skills.
2. Basic reading and math skills.
3. Ability to operate a cash register.
4. Ability to understand and carry out directions.
5. Punctuality.

Reporting Relationship

Reports to Owner and Fudge Shop Manager.

Uniform Items Required

- Tan Shorts or Pants
- Athletic Shoes
- White socks