

## Job Description for Temporary, Casual or Interim Positions

<b>Job Title</b>	Retail Assistant		
<b>Interim Job Code</b>	INT007	<b>Pay Grid</b>	Temporary
<b>Student Work Program Job Code</b>	WPS007	<b>Pay Grade</b>	Level 1

### Job Summary

Performs tasks of a routine nature including: assisting customers with general inquiries, store upkeep, and cashiering duties, in accordance with established procedures and departmental guidelines.

### Accountabilities

1. Assist customer's in-person or on the phone by locating products using internal systems and answering inquiries. Seek out assistance and escalate issues, when necessary.
2. Participate in general store upkeep including restocking, seasonal changeover, inventory, monitoring and signage, under direction of Supervisor.
3. Process cash register transactions based on departmental guidelines.

### Qualifications

**Education:** High school diploma or equivalent.

**Experience:** 6 months of previous retail experience.

### Working Conditions

- Retail sales environment and warehouse storage facilities.
- Occasional lifting (up to 30 lbs) is required.
- Prolonged periods of standing are required.
- Work is completed under close supervision.

### Exclusions

- Does not respond to customer email inquiries.
- Does not coordinate merchandise transfers between stores.
- Does not provide input in the development of departmental layouts.
- Does not create signage for use on the sales floor.
- Does not complete transactions pertaining to taxes, rebates, quotes and discounts.