

JOB DESCRIPTION

Position: Store Supervisor
Department: Keizer Station Store
Location: Keizer Station (Keizer/Salem, Oregon)
Status/Category: A (40 hrs/wk Full-Time), benefit eligible, non-exempt, hourly

RESPONSIBILITIES

1. Provide Best in Class store leadership and customer service
2. Responsible for creative merchandising of the store displays, including signage
3. Effectively communicate with buying office, warehouse, and other store locations regarding inventory levels, transfers, and defective merchandise
4. Perform all hiring, performance reviews and terminations of store staff
5. Lead day to day store operations, including but not limited to, achieving store sales, record keeping and reporting
6. Maintain knowledge of available inventory – on-site back stock, off-site warehouse
7. Receive merchandise and prepare for display on the sales floor (fold, put on hangers)
8. Organize back stock storage area for safe and efficient inventory maintenance
9. Communicate with staff to coordinate daily store operations and tasks
10. Use computerized systems for point-of-sale transactions including performing cash register functions, and inventory maintenance
11. Download and transmit sales reports, reconcile cash drawer
12. Perform opening and closing duties; maintain security of the store

REQUIRED DEMONSTRATED KNOWLEDGE SKILL AND ABILITY TO

1. Creatively Merchandise
2. Work both independently and with others
3. Take self-initiative
4. Be enthusiastic, honest and dependable
5. Effectively organize work and work areas for maximum productivity and efficiency
6. Follow established company directives, policies and guidelines
7. Maintain dependability in attendance and meeting deadlines
8. Effectively communicate in a professional manner utilizing excellent oral and written communication skills
9. Use sound judgment when making decisions
10. Interact effectively and appropriately with managers, supervisors, staff and customers
11. Work in an open area work environment
12. Work a flexible schedule including night and weekend (Saturday and Sunday) hours

MINIMUM QUALIFICATIONS

1. H.S. Diploma or equivalent and
2. 2-3 years retail experience, preferably with some experience in a lead, supervisor, or manager role and
3. Experience with computerized systems that includes balancing/reconciling a cash drawer



PREFERRED QUALIFICATIONS

1. Higher Education or degree in Fashion, retail merchandise, business, or other related field
2. Experience creating and setting up merchandise displays
3. Experience in apparel sales
4. Knowledge of Oregon State University

Physical Demands: Use a computer keyboard, read a computer screen; bend, stoop, reach, lift up to 50 pounds; fold and package merchandise; use a telephone.

Efforts have been made to develop a complete job description, however; please be aware that the duties and requirements listed herein are not the only duties which you may be required to perform. The omissions of specific statements of duties does not exclude them from being assigned to you if the work is similar, related, a logical assignment to the position, or is necessary in an emergency situation.

By signing below, you acknowledge that you have read and understand the expectations of your position.

Employee Signature

Date