



JOB DESCRIPTION

Position/Job Title: Sales Associate
Department: General Merchandise
Location: Keizer Station
Status/Category: C-Part Time - less than 15-20 hours per week; Non-Exempt;
Reports To: Supervisor
Revised (if applicable): April 8, 2024

RESPONSIBILITIES

1. Provide Best in Class customer service
2. Process transactions at POS
3. Contribute to a safe, healthy, and productive work environment
4. Assist customers on sales floor and fitting rooms
5. Unpack merchandise and prepare for display on the sales floor
6. Use inventory system to locate items for customers
7. Download and transmit sales reports, reconcile cash drawer
8. Perform other duties as assigned by Supervisor

REQUIRED DEMONSTRATED KNOWLEDGE, SKILLS, AND ABILITIES

1. Effectively organize work and work areas for maximum productivity and efficiency
2. Follow established company directives, policies, and guidelines
3. Dependable in attendance and meeting deadlines
4. Work independently and share responsibilities with other staff
5. Communicate in a professional manner
6. Use sound judgment when making decisions
7. Provide excellent customer service in person or over the telephone
8. Experience with computerized systems, including POS software
9. Maintain a professional manner under pressure and handle difficult situations with customers in a positive way

MINIMUM QUALIFICATIONS

1. H.S. Diploma, or equivalent
2. Flexible schedule to work special events

PREFERRED QUALIFICATIONS

1. Experience in retail apparel sales
2. Knowledge of OSU or similar college sporting events
3. Availability to include Sunday, Monday and Tuesday



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Work Environment: This position works directly with patrons of the store assisting with retail transactions. There is frequent use of a computer keyboard, computer screen, and telephone. Your work is primarily indoors and will include extended periods of time standing, bending, stooping, and/or reaching for merchandise. You may be required to lift up to 40 pounds.

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.

Equal access to programs, services and employment is available to all persons. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Office. State and Federal Law prohibits discrimination in the employment because of race, color, religion, sex, age, national origin, marital status or physical or mental handicap or disability. Oregon State University Bookstore, Inc. is an Equal Opportunity Employer.

Employee Name (print)

Employee Sign

Date