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Job Description: Retail Assistant Manager

Non-Exempt: Hourly worker and **Summer Seasonal Worker**

Position Summary:

Train, schedule, supervise, and assist all gift shop employees; relieve gift shop personnel for meals and breaks; assist retail staff with replenishing merchandise sold in the gift shops

Essential Job Functions:

- Learn the store merchandise.
- Complete and participate in the setting up of all the shops prior to opening of the season. This may include, but is not limited to: receiving and hauling freight as it arrives and distributing inventory to appropriate shops.
- Provide monetary requirements for shops to transact business.
- Inventory all end-of-season items for all stores and be sure the stores are closed for the winter properly.
- Ensure the safety of the shop for employees and guests. Report any issues to the maintenance department.
- Properly be able to run the cash register and credit card machines.
- Be friendly and helpful with guests. Greet them as they walk in and offer to assist them in any way.
- Ensure and train employees on the proper use of the cash register. Verify the till at the end of the business day.
- Restock shelves when needed.
- Complete weekly safety training with store staff.
- Sign and verify time cards of store employees.
- Keep employees up to date with uniform policies.

Other Responsibilities:

- All other duties as assigned by the Retail Manager.

ADA Requirements

- Continuously
 - Talking
 - Hearing
 - Repetitive use of hands/arms
- Frequently

- Walking
- Reach
- Visual acuity to determine accuracy, neatness and thoroughness of work assigned, close proximity use of computer software and determine safety of workplace surroundings for themselves, employees, and guests.
- Occasionally
 - Pushing
 - Pulling
 - Stooping
 - Lift up to 25 pounds
 - Carry up to 25 pounds
- Environmental Conditions
 - Continuously working inside.
 - Occasionally works around wet floors.
 - Continuously working with others.

Qualifications and Education Requirements:

- Must have prior retail experience.
- Previous management experience preferred, but not required.

Supervision:

- Supervised by the Retail Director.
- Supervises all store employees.

Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.