

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9310

SALES ASSOCIATE

NATURE OF WORK

This work involves assisting in the daily operations of a Visitors Center retail store.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Receives payment for goods sold and gives change.

Provides customer assistance.

Responds to questions and complaints.

Cleans the facility and grounds.

Stocks and maintains merchandise.

Checks bikes in and out.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to operate a cash register and make correct change.

Ability to communicate effectively with customers and other employees.

Ability to understand oral and written instructions.

Ability to stand and walk from 75 to 100% of the work day.

SPECIAL QUALIFICATIONS

Must be able to work varied hours and days, including weekends and holidays.