



<b>Job Title:</b>	Front Floor Representative	<b>Position Type:</b>	Part-Time
<b>Location:</b>	Front Floor	<b>Starting Salary:</b>	\$8.50
<b>Hours Needed:</b>	17-26 hours per week	<b>Date posted:</b>	
<b>HR Contact:</b>	Gina Crane	<b>Posting Expires:</b>	
<b>Applications Accepted By:</b>			
Please drop off resume & complete application in person at: <b>3030 Grant Ave.</b> <b>Ogden, Utah 84401</b> <b>801-399-3221</b>		<b>Position opened is a variable schedule on the following days Monday's 9:00 am to 5:20 pm, Tues-Friday's 9:00 to 6:20pm and will work rotational Saturdays. Closed Sundays. (This is subject to change and at times might have other hours available.)</b>	
<b>Job Description</b>			
<b>Role and Responsibilities</b>			
A Front Floor Representative is responsible for maintaining contact with customers, generating sales, housekeeping, merchandising, pricing, cash register operations (POS) and loss prevention in adherence to all Company Policy/Store standards and all other duties assigned.			
<b>Main Skills</b>			
<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Remain attentive in an often busy environment</li> <li>• Be comfortable talking to customers and getting out of your comfort zone.</li> <li>• Ensure that each Customer receives outstanding service by providing a Customer friendly environment which includes greeting and acknowledging every Customer, maintaining outstanding standards, solid product knowledge and all other components of Customer Service.</li> <li>• Maintain an awareness of all product knowledge information, merchandise promotions, and know how to demonstrate merchandise.</li> <li>• Assist in floor merchandising, display maintenance and store housekeeping.</li> <li>• Assist in processing and replenishing.</li> <li>• Adhere to all Company policies, procedures and practices including pricing, and loss prevention.</li> <li>• Accurately and efficiently complete all sales transactions and maintain proper cash at POS registers.</li> <li>• Communicate Customer requests to management.</li> <li>• Any other duties as assigned by management.</li> </ul>			
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>• <b>Must be able to lift up to 50 lbs with proper body mechanics.</b></li> <li>• Food Handlers Permit or will need to obtain within 30 days at own cost.</li> </ul>			



- Ability to climb ladders
- Able to prioritize workload
- Be naturally calm and focused
- Willing to learn about natural health, herbs and essential oils.
- Ability to process information/merchandise through computer system and POS register system.
- Ability to communicate with associates and customers.
- Ability to read, count and write to accurately complete all documentation.
- Ability to work varied hours/days as business dictates.

**Preferred Skills**

- Cooking/ Candy making knowledge
- Customer Service skills

Approved By:	Gina Crane	Date:	
Last Updated By:		Date/Time:	