## RK SPORTS | JOB DESCRIPTION

### Basic Overview

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Merchandise Organizer | Manager | Chelsea Kohlhoff - Manager |
| Department | Support Role | E-mail | [SkiersOutlet@golfandskioutlet.com](mailto:SkiersOutlet@golfandskioutlet.com) |
| Job Type | Part-Time to Full-Time | Phone | (920) 230-4668 |

### Job Description

The merchandise organizer is responsible for, but not limited to, all areas outlined below. The ideal candidate will have an excellent work-ethic and attention to detail. This job will be self-directed; the right individual will be in charge out their own job design while maintaining open communication with managers to meet day-to-day needs. Flexible hours.

|  |  |
| --- | --- |
| **Duty** | **Description & Remarks** |
| **Operations Support Function** | **Merchandising**   * Creating or maintaining visually appealing displays that attract customer attention. * Moving and dusting fixtures and point of purchase displays; aiding in maximizing sales floor utilization and product flow. * Zipping, buttoning, and picking up merchandise from floor, behind counter and in fitting rooms. * Grouping merchandise by model, type, gender etc.   **Cleaning**  Clean and supply designated building areas, with a special emphasis on customer areas. This includes:   * Cleaning building floors by sweeping, mopping, scrubbing, steam-cleaning, or vacuuming. * Gathering and emptying trash. * Servicing, cleaning, and supplying restrooms. * Washing windows and mirrors. * Dusting furniture, walls, machines, and equipment. |
| **Special Projects** | TBD by General Manager |

### Qualifications

* Must works weekends.
  + Option to work the day before and day after the weekend instead.
* Ability to bend, lift, stand, kneel, and carry at least twenty pounds.
* Excellent organization skills, with attention to detail.
* Committed to working at least 10+ hours per week.
* Excellent time management skills and the ability to prioritize work.
* Ability to perform work safely in respect to customers, co-workers and self. This includes knowledge of ladder, wet surfaces, and chemical safety.