

EXCHANGE™

ARMY & AIR FORCE EXCHANGE SERVICE

Title:	SALES CLERK (RETAIL)			Job Code:	5182L03-01		
Effective:	07 NOV 2002		Job Series:		Commission:	NO	
Security Requirement(s):			Appendix:		Third Shift:	NO	
			Work Load:	S	Grade:	T-3	
US Job Title:			German Tariff:		US Job Code:		
LN Supervisor:	NO	LN Manager :	NO	Over Time:	NO	Last Modified:	06 DEC 2019

Summary of Responsibilities

NORMALLY ASSIGNED TO ONE OR MORE AREAS OF A RETAIL STORE, WHERE DEPENDING ON THE SIZE OF THE STORE, MERCHANDISE FROM EITHER PART OF A DEPARTMENT, A COMPLETE DEPARTMENT, OR SEVERAL PARTIAL DEPARTMENTS IS SOLD USING INTENSIVE ON-THE-JOB TRAINING AND SALES EXPERIENCE. MAY GUIDE ONE OR TWO LOWER GRADED RETAIL SALES CLERK.

 GERMAN JOB TITLE: VERKAEUFER
 JOB LOCATION: EUROPE, GERMANY, RETAIL OPERATIONS
 JOB NUMBER: 331

1. ADVISES CUSTOMERS ON CHARACTERISTICS, PRICES, FUNCTIONS, USE AND HANDLING, CLEANING AND MAINTENANCE OF THE MERCHANDISE, AND SUITABLE SUBSTITUTES IF NOT AVAILABLE. ASSISTS CUSTOMERS IN SELECTING MERCHANDISE. VOIDS COUPONS WHERE RATIONED ITEMS ARE INVOLVED. ASSISTS WITH LAYAWAY PROCESS.
2. OPERATES A CASH REGISTER, RINGING PURCHASES, ACCEPTING PAYMENT, AND MAKING CHANGE. MAKES REFUNDS UPON APPROVAL, RECONCILES CASH INTAKE, AND RELEASES CASH TO SUPERVISOR OR CASH CAGE.
3. DISPLAYS AND ARRANGES MERCHANDISE ON SHELVES AND COUNTERS IN PROPER ORDER AND WITH NEAT AND ATTRACTIVE APPEARANCE. ENSURES MERCHANDISE IS STOCKED AND REPLENISHES FROM STOCKROOM. PERFORMS COUNTS AND PARTICIPATES IN PHYSICAL INVENTORIES. MAY ASSIST A HIGHER GRADED SALES CLERK IN MAINTAINING CRITICAL ITEM RECORDS.
4. CLEANS AND DUSTS COUNTERS AND DISPLAYS MERCHANDISE. MAY PARTICIPATE IN CLEANING OF SALES FLOORS.

PERFORMS OTHER RELATED DUTIES AS ASSIGNED.

- PHYSICAL EFFORT:
N/A
- SUPERVISORY CONTROL:
WORKS UNDER GENERAL SUPERVISION. COMPLIES WITH ESTABLISHED REGULATIONS, PROCEDURES, AND RELATED PROCEDURES. WORK PERFORMANCE IS REVIEWED FOR PROCEDURAL COMPLIANCE AND ADHERENCE TO ESTABLISHED PERFORMANCE STANDARDS.
- WORKING CONDITIONS:
N/A

Qualification Requirements

APPLICABLE EDUCATION, EXPERIENCE, ABILITIES, AND SKILLS REQUIREMENTS ARE REFLECTED IN THE COLLECTIVE TARIFF AGREEMENT DATED 16 DECEMBER 1966 (CTA II).

Employee's Acknowledgment: I understand the nature and scope of my official responsibilities. Receipt of a copy of the Job Description is acknowledged.

EMPLOYEE SIGNATURE:		DATE:	
SUPERVISOR SIGNATURE:		DATE:	