

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Retail Associate	<b>Job Code:</b>	42745
<b>Job Function:</b>	Staff	<b>Grade:</b>	110
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	2000 Finance / Accounting Division	<b>Date:</b>	3/11

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**Job Summary:**

Assist customers by answering questions, recommending merchandise, totaling purchases and receiving payments. Stock shelves and straighten merchandise.

**Essential Functions:**

30% Compute sales prices, total purchases and receive and process cash or credit payment.

30% Answer questions regarding the store and its merchandise.

30% Stock shelves and replenish merchandise as needed.

10% Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.

**Education:**

Requires high school diploma or GED.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 6 months retail or customer service experience.

**Leadership:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**Physical Requirements:**

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

**Working Conditions:**

Occasional minor discomforts from exposure to less-than-optimal temperatures and air conditions. May involve occasional exposure to dust, fumes, or outside weather conditions, and/or frequent driving of a vehicle (50% or more of the time).

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.