

Optimus Toys Store Clerk Job Description:

A Store Clerk is accountable for selling products and providing excellent customer services. S/he works independently or under the guidance of a Store Supervisor. The Store Clerk greets and cooperates with patrons, guides and advises them in their product selection. S/He also monitors customers regularly to help the store in loss prevention.

Besides selling and customer service tasks, s/he also maintains the look of store, restocking shelves, dusting, cleaning windows, and sweeping the floor as required.

Intellectual and Physical Job Requirements:

The ability to clearly communicate and converse in English with customers, other employees, and managers. Spanish a plus.

Count money and change accurately.

Carry and climb up to 6 feet ladders and lift and move boxes up to 25 pounds.

Stand for long periods of times – typical shift are 3-8 hours.

Able to handle the busy retail environment and crowds while staying calm.

Additional Requirements:

Computer skills: Microsoft® Windows Operating System and Microsoft Office® software; PowerPoint®, Publisher®, Word®, and Excel®.

Prior retail and/or customer service experience a plus but not necessary.

Must have aptitude, attitude, maturity, and personality for retail sales.

Must be able to work during store hours including weekends (Saturdays and Sundays) and holidays when the mall is open.

Regular Appointed Employees must be available to work a minimum of 20 hours per week after the initial period of training – approximately one month.

Pay:

As of 01/01/2025: \$17-\$20 per hour depending on qualifications.