



# Example of Store Clerk Job Description

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Our growing company is looking to fill the role of store clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for store clerk

- Shipping of outgoing packages
- Issues and delivering items/requisitions to various departments of the hotel
- Computer work tracking requisitions and deliveries
- Opens and closes the company store
- Assists customers with product needs
- Merchandises, stocks and prices products
- Accepts money for purchases, uses cash register to ring-up transactions, calculates change for customers, and provide a receipt
- Utilizes basic cash handling, accounting, reconciliation and management skills
- Will be working in the mechanic store room
- Will be required to lift, move and unpack boxes that can weigh up to 50 lbs

## Qualifications for store clerk

- Microsoft Office Application (Excel, PowerPoint, and Word), preferred
- Must maintain a neat appearance
- Must be able to communicate effectively with customers, fellow coworkers and function effectively as part of a team
- Must be able to operate a cash register & give accurate change
- 1-3 years experience in a retail role
- Knowledge of RV business preferred