



## Job Description

Updated 8-1-11

### Job Title: Team Player - Inside

---

---

#### Summary

A team player - inside must provide aggressive customer service and accurate information to customers about products and present solutions to their building materials and home improvement needs. Additionally, a team player - inside will be responsible for assisting with the daily maintenance of the store appearance to include stocking product, placing items into back stock areas, organization of product and general cleaning of the store.

---

---

#### Essential Duties and Responsibilities, Include but are not limited to

- A. Understanding and conducting yourself according to Marvin's Mission and Values
- B. Maintaining a consistent, pleasant, customer service oriented image to customers
- C. Providing aggressive customer service to exceed a customer's expectations by providing appropriate solutions to customer questions
- D. Maintaining sufficient stock level on shelves
- E. Maintaining the appearance of the sales floor and stock areas
- F. Creating merchandise displays to improve sales and ease of shopping
- G. Effectively and efficiently working with other associates in order to complete tasks and achieve budgeted goals
- H. Complete training to include, but not limited to forklift training, product knowledge, Hazardous Material, cutting keys and mixing paint
- I. Help keep the store clean. Placing orders for special order or non-stock merchandise; maintenance and follow-up of these records and timely notifications of store personnel and customers.
- J. Other tasks as assigned by store management or company official.

#### A Successful Team Player - Inside:

Must consistently demonstrate Marvin's Mission and Values. They must have good oral and written communication skills in order to effectively interact with customers, vendors and other associates in person and on the telephone. They must be customer service-oriented as well as team-oriented and must have good organizational skills. A successful team player must be able to effectively



# Job Description

Updated 8-1-11

## **Job Title: Team Player - Inside**

manage multiple tasks simultaneously. They must be able to climb up and down ladders, reach, bend, twist, kneel, lift up to 50 lbs., handle large odd shaped items, and stock items in overhead areas. Also, they must be able to accurately count and distinguish between merchandise within the store. They must be able to learn to operate the inside forklift safely and efficiently within 90 days of employment. Finally, they must be able to work a flexible schedule including weekends, evenings, and holidays.

-----

*This job is an hourly position with eligibility for gain-sharing based on store performance. There are no guarantees for career progression. This does not mean that you will not be considered for other store positions or opportunities. Marvin's culture is to promote from within and consideration will be given to Marvin's candidates with experience.*

*Marvin's, Inc. complies with all applicable equal employment laws, including the Americans with Disabilities Act. Qualified individuals with a disability may request reasonable accommodation from the company.*

=====

I have read my job description and understand it.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date