



## Job Posting

**Job Title:** Hardware Associate (Seasonal)

**Immediate Supervisor Title:** Store Manager

**Location:** Crooksville, Ohio

**Status:** Part-time

**General Summary:** A non-exempt position responsible for greeting and assisting customers in a prompt, courteous, and professional manner. This position is also responsible for receiving telephone calls and answering customer inquiries in the same manner.

### Essential Job Responsibilities:

1. Greet and serve customers in a timely, friendly, and professional manner.
2. Answer customers' questions about hardware and other merchandise and advise customers on merchandise selection.
3. Keep assigned area neat and clean as well as stocked and faced.
4. Be able to operate all aspects of the POS system.
5. Accurately make change.
6. Be aware of and promote store incentive programs such as Customer Loyalty Card and be able to activate gift cards.
7. Process Food Stamps and WIC payments (where applicable).
8. Know how to operate and troubleshoot digital photo processor.
9. Know proper store closing processes including lock up procedure.
10. Be able to operate key cutting equipment.
11. Unload merchandise shipments.
12. Other duties as assigned by management.

**Experience:** One year experience as a cashier or in a customer service setting.

**Store Hours:** Monday-Friday: 7:00 a.m.-7:00 p.m. Saturday: 7:00 a.m.-5:00 p.m.  
Sunday: 10:00 a.m.-3:00 p.m.

**Application Procedures:** Apply online at <https://www.shriverspharmacy.com/Career-Opportunities/> or send your resume to [hr@shriverspharmacy.com](mailto:hr@shriverspharmacy.com).