

# Picton Home Hardware Building Centre

Business, Address & Contact Information	Picton Home Hardware Building Centre 13544 Loyalist Parkway, Picton 613-476-7497 info@pictonhomehardware.com
*Title of Position	<b>Cashier</b>
Year-Round Full-time	2
Year-Round Part-time	
Seasonal Full-time	
Seasonal Part-time	
Job Duties	<ul style="list-style-type: none"> <li>▫ Greet and verbally communicate with customers, management, and staff both in person and by telephone.</li> <li>▫ Operate all point of sale equipment, including cash register with sufficient speed and accuracy.</li> <li>▫ Verify signatures on the back of credit cards and expiry dates.</li> <li>▫ Follow proper procedures according to store policy regarding returns and refunds.</li> <li>▫ Ensure customers have had a positive shopping experience; take steps to rectify if they haven't.</li> <li>▫ Answer phone in prompt fashion and take messages, according to store policy.</li> <li>▫ Call when special orders come in.</li> <li>▫ Assist those customers who need advice, information, or directions.</li> <li>▫ Maintain price information (flyers, in-store promotions etc.) for references when customer price inquiries arise.</li> <li>▫ Be familiar with items in stock, yard inventory,</li> </ul>

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*Title of Position	<b>Sales Associate</b>
Year-Round Full-time	2
Year-Round Part-time	
Seasonal Full-time	
Seasonal Part-time	
Job Duties	<ul style="list-style-type: none"> <li>▫ Ensure customers are greeted within 30 seconds of entering the store or your department.</li> <li>▫ Determine customer's needs by asking open-ended questions.</li> <li>▫ Communicate product knowledge to the customer as appropriate.</li> <li>▫ Assist customers in locating and comparing merchandise.</li> <li>▫ Assist customers with finding all items needed to complete their project.</li> <li>▫ Process special orders for non-stock or out of stock items.</li> <li>▫ Record repeat customer requests for product and follow-up when product arrives at the store.</li> <li>▫ Assist customers with carrying out of large or heavy items.</li> <li>▫ Relieve as cashier when necessary.</li> <li>▫ Follow procedures and maintain standards according to store policy in the following areas: loss prevention, receiving and pricing goods, merchandise handling and presentation, housekeeping, reordering merchandise, and restocking shelves.</li> </ul>

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	<ul style="list-style-type: none"><li>▫ Advise the designated manager of shortages, damaged goods, backorders etc.</li><li>▫ Change prices on merchandise, bins, displays, etc. as necessary.</li><li>▫ Build special displays and signage for sales, promotions and other special events.</li><li>▫ Remove sales and promotional displays, prices etc. and rearrange stock following promotional events.</li><li>▫ Always take appropriate safety precautions when cutting pipe, glass, wire mesh, making keys etc., and make an effort to minimize waste.</li><li>▫ Help unload incoming trucks.</li><li>▫ Check incoming merchandise against invoices to spot shortages, damaged goods, back-orders, etc.</li><li>▫ Keep stock in storage area neat, clean, and orderly.</li><li>▫ Participate in regular cycle counting, and assist in taking annual inventory counts.</li><li>▫ Reorder merchandise according to stores buying procedures.</li><li>▫ Attend store meetings, training sessions, etc. as required.</li><li>▫ Work on special projects as assigned by department manager.</li><li>▫ Work on additional duties and assignments as assigned by management.<ul style="list-style-type: none"><li>▫ Work in a safe manner in accordance to provincial and federal safety legislation, as well as use of good common sense. Report any potential hazards and unsafe behavior to management</li></ul></li></ul>
Days	Monday – Sunday
Hours	Between 7am – 7pm
Wage	\$11.75 - \$13.50
Geographic Location Distance from Picton	Picton

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Business, Address & Contact Information	Picton Home Hardware Building Centre 13544 Loyalist Parkway, Picton 613-476-7497 info@pictonhomehardware.com
*Title of Position	Yard Position
Year-Round Full-time	2
Year-Round Part-time	
Seasonal Full-time	
Seasonal Part-time	
Job Duties	<ul style="list-style-type: none"> <li>▫ Load and unload materials.</li> <li>▫ Take all necessary safety precautions when handling freight, tools, and equipment.</li> <li>▫ Store material in correct locations in the yard.</li> <li>▫ Identify and assist customers with advice, information, and/or help in gathering and loading orders.</li> <li>▫ Keep the yard clean and the inventory neat and orderly.</li> <li>▫ Be familiar with the locations(s) of all inventory and equipment.</li> <li>▫ Be familiar with the safe operation and maintenance of equipment, including forklift, lumber cart, pallet jack, banding machine, etc.</li> <li>▫ Assist customers in handling large or heavy items.</li> <li>▫ Resolve customer complaints. <ul style="list-style-type: none"> <li>▫ Be aware of theft and take action, in line with company policy.</li> </ul> </li> </ul>
Days	Monday – Sunday
Hours	Between 7am – 7pm
Wage	\$12.00 - \$15.00
Geographic Location Distance from Picton	Picton

	<p>including product use and operation.</p> <ul style="list-style-type: none"> <li>▫ Watch for shop theft and take action, according to store policy.</li> <li>▫ Maintain check-out area and merchandise displays.</li> <li>▫ Keep store tidy, cleaning the store and check-out area at the end of the shift.</li> <li>▫ Tabulate sales at the end of the day and/or end of your shift and remove cash from register in accordance with store policy.</li> <li>▫ Attend store meetings, training sessions, etc., as required.</li> <li>▫ Assist in training new cashiers.</li> <li>▫ Work on special projects as assigned by head cashier or supervisor.</li> <li>▫ Work on additional duties and assignments as assigned by management. <ul style="list-style-type: none"> <li>▫ Work in a safe manner in accordance to provincial and federal safety legislation, as well as use of good common sense. Report any potential hazards and unsafe behavior to management in order to have the situation corrected.</li> </ul> </li> </ul>
Days	Monday – Sunday
Hours	Between 7am – 7pm
Wage	\$11.75 - \$13.50