

Sports Stores Clerk

NOC 6421
CAT I

Qualifications

High school diploma AND some experience in a related field.

OR

An acceptable combination of education, training, and experience will also be considered.

Knowledge

Of recreation facilities
Of resource management
Of fitness and sports equipment
Of health and safety practices

Experience

In a recreation, fitness facility or similar environment

In using software for word processing, spreadsheets, presentations, databases, email and Internet browsing

Core Characteristics

Team Player

Collaborate with others to achieve effective and efficient results. Seek and welcome others' ideas.

Customer Focus

Understand customer needs, be responsive, and exceed expectations. Ensure that daily work is customer focused.

Positive Attitude

Take pride in a job well done. Learn from setbacks or failures as well as from successful efforts.

Excellence

Perform high quality work in a timely and efficient manner. Take responsibility for safety in the workplace.

Competence

Seek learning opportunities and participate in training and other self-development activities.

Responsibilities

Provide administrative services for the sports store and perform general maintenance and repair for the sports and physical fitness equipment.

Assist customers.

Advise customers on use and care of equipment.

Organize equipment set up and take down.

Issue, receive, mark, and store equipment, as required.

Monitor equipment returns and ensure proper storage.

Inspect equipment for safety and take corrective action as required.

Prepare documentation for equipment defects and repairs, as required.

Assist with ordering parts for equipment and other items, as required.

Clean and refurbish returned equipment for re-issue or storage.

Clean fitness equipment

Take inventory checks of equipment and assist in stocktaking, as required.

Inform supervisor with status and condition of equipment in inventory.

Ensure sports store is secure.

Maintain cleanliness in the store.

Assist with transporting equipment for shows or displays, as required.

Perform moderate lifting, carrying, pulling and/or pushing (i.e. more 10 lbs/4.5 kg but less than 50 lbs/23 kg) as required.

Comply with NPF policies, procedures, regulations and applicable legislation.

Ensure compliance with the Health & Safety Program, in conjunction with management, and may act as a Representative or member of a local NPF Committee.

Perform other related duties as assigned by supervisor.

Disclaimer

This description has been designed to indicate the key responsibilities of the job and the nature of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and tasks required of employees assigned to this job.

I have read and understand the contents of this job description.

Employee's Name

Employee's Signature

Date

Supervisor's Name

Supervisor's Signature

Date

Manager's Name

Manager's Signature

Date