

MORGAN STATE UNIVERSITY JOB SPECIFICATON



MERCHANDISER I

Class Code: N1073
Pay Range: 3

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, provides routine sales assistance to customers and ensures adequate supplies, materials and equipment are maintained in the stockroom and display areas of the University or College store.

PRIMARY DUTIES

1. Provides routine sales assistance to customers; responds to routine inquiries and complaints, directs customers to specified merchandise, provides assistance in the selection of merchandise.
2. Prepares merchandise for sales and display areas; receives incoming shipments, verifies accuracy of orders and condition of items; completes necessary paperwork, tags merchandise, stocks shelves with specified merchandise.
3. Ensures adequate supplies, materials and equipment are maintained in department; conducts physical inventory of stockroom; provides assistance with shipments of merchandise for the sales floor.
4. Performs routine maintenance activities to ensure cleanliness of store; cleans and/or dusts facility, fixtures and merchandise; organizes and restocks merchandise.
5. Operates cash registers, calculators, pricing equipment, photocopiers, facsimile machines, and computerized work stations.

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Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: One year related work experience.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Skill in the use of computer keyboards, calculators and cash registers. Ability to make arithmetic computations; to communicate and interact effectively with customers, campus community, vendors, and employees; to stand and walk for extensive periods; to lift, transport, and stock merchandise weighing up to 50 lbs.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job.