



# NICKELS AND DIMES INCORPORATED

## JOB DESCRIPTIONS

THIS FORM CONTAINS JOB DESCRIPTIONS LISTING ONLY THE ESSENTIAL REQUIREMENTS FOR EACH POSITION. IF HIRED, YOU MAY BE ASKED TO PERFORM ADDITIONAL DUTIES. YOUR INTERVIEWER SHOULD CHECK THE POSITION FOR WHICH YOU ARE APPLYING. YOU ARE TO READ THE JOB DESCRIPTION, THEN SIGN THIS FORM INDICATING WHETHER OR NOT YOU ARE ABLE TO PERFORM THE DUTIES REQUIRED. THIS FORM MUST BE READ AND SIGNED IN ORDER FOR YOUR APPLICATION TO BE PROCESSED. IF YOU HAVE ANY QUESTIONS ABOUT THIS FORM, PLEASE CONSULT YOUR INTERVIEWER. YOU NEED READ ONLY THE JOB DESCRIPTION FOR THE POSITION FOR WHICH YOU ARE APPLYING.

### 1. PART-TIME EMPLOYEE / FULL-TIME EMPLOYEE

The position of **Part-time and/or Full-time employee** requires that the employee be able to correctly and accurately dispense change and count money. The employee must also be able to move video games (weight approximately 350 lbs.), and should be able to lift a minimum of 40 lbs. In general, the employee will be required to clean a minimum of 2 games during each shift. This will include vacuuming the bottom and dusting the tops of all games. The employee must also be proficient in assisting customers with problems and other concerns. Employees are expected to answer to telephone in a clear and concise manner. Employees must be able to safely use a ladder. All employees should be interested in career advancement and be willing to possibly re-locate.

### 2. ASSISTANT MANAGER

The position of **Assistant Manager** requires that the employee be able to correctly and accurately dispense change and count money. The employee must also be able to move video games (weight approximately 350 lbs.), and should be able to lift a minimum of 40 lbs. In general, the employee will be required to clean a minimum of 2 games during each shift. This will include vacuuming the bottom and dusting the tops of all games. The employee must also be proficient in assisting customers with problems and other concerns. Employees are expected to answer the telephone in a clear and concise manner. Employees must be able to safely use a ladder. All employees should be interested in career advancement and be willing to possibly re-locate. The Assistant Manager must be proficient in the use of a calculator, and must also be able to use a computer. The employee must be able to manage difficult situations and be able to manage people. An employee in the position of Assistant Manager should be positively motivated and exhibit a willing desire to learn.

### 3. STORE MANAGER / SHIFT MANAGER

The position of **Store/Shift Manager** requires that the employee be able to correctly and accurately dispense change and count money. The employee must also be able to move video games (weight approximately 350 lbs.), and should be able to lift a minimum of 40 lbs. In general, the employee will be required to clean a minimum of 2 games during each shift. This will include vacuuming the bottom and dusting the tops of all games. The employee must also be proficient in assisting customers with problems and other concerns. Employees are expected to answer the telephone in a clear and concise manner. Employees must be able to safely use a ladder. All employees should be interested in career advancement and be willing to possibly re-locate. The Store/Shift Manager must be proficient in the use of a calculator, and must also be able to use a computer. The employee must be able to manage difficult situations and be able to manage people. The Store/Shift Manager must be able to properly audit and order merchandise. The employee will be responsible for the repair and maintenance of all equipment and/or be able to properly assess the status of equipment to determine the level of repair needed. The employee must be able to properly and accurately control store operating funds. In addition, the employee will be responsible for hiring, terminating, evaluating and scheduling subordinate employees. A Store/Shift Manager must have a reliable, independent means of transportation in order to transport deposits to the bank and deliver change to the store. An employee in the position of Store/Shift Manager should be positively motivated and exhibit a willing desire to learn.

### 4. GENERAL MANAGER

The position of **General Manager** requires that the employee be able to correctly and accurately dispense change and count money. The employee must also be able to move video games (weight approximately 350 lbs.), and should be able to lift a minimum of 40 lbs. In general, the employee will be required to clean a minimum of 2 games during each shift. This will include vacuuming the bottom and dusting the tops of all games. The employee must also be proficient in assisting customers with problems and other concerns, and handle all aspects of public relations. Additionally, the General Manager must be able to handle promotion of special events and parties. Employees are expected to answer the telephone in a clear and concise manner. Employees must be able to safely use a ladder. All employees should be interested in career advancement and be willing to possibly re-locate. The General Manager must be proficient in the use of a calculator, and must also be able to use a computer. The employee must be able to manage difficult situations and be able to manage people. The General Manager must be able to properly audit and order merchandise. The employee will be responsible for the repair and maintenance of all equipment and/or be able to properly assess the status of equipment to determine the level of repair needed. The employee must be able to properly and accurately control store operating funds. In addition, the employee will be responsible for hiring, terminating, evaluating and scheduling subordinate employees. A General Manager must have a reliable, independent means of transportation in order to transport deposits to the bank and deliver change to the store. An employee in the position of General Manager should be positively motivated and exhibit a willing desire to learn.

I, \_\_\_\_\_ HAVE READ AND UNDERSTAND THE ESSENTIAL JOB REQUIREMENTS FOR THE POSITION FOR WHICH I AM APPLYING. I UNDERSTAND THAT THERE MAY BE OTHER DUTIES REQUIRED PERIODICALLY, HOWEVER ALL ESSENTIAL DUTIES HAVE BEEN LISTED ABOVE.

APPLICANTS NAME (PRINT)

I \_\_\_\_\_ CAN \_\_\_\_\_ CANNOT \_\_\_\_\_ SAFELY PERFORM THE DUTIES OF THE POSITION FOR WHICH I AM APPLYING AS OUTLINED ABOVE.

(CIRCLE ONE)

