



2603 Roemer Ave, Ottumwa, IA 52501
641-682-0011 foxholegunrange.com

FoxHole LLC

Associate/Range Personal Job Description

Start \$10 per hr / 20+hrs per week

General Purpose

To assist customers in finding, choosing and purchasing the required merchandise in a retail environment. To encourage customers to purchase guns, ammunition and other accessories from. To assist customers with the proper use of our range and assist them with their own firearm.

Job Tasks and Responsibilities:

- Greet customers, determine the customer's needs, recommend and help select the right merchandise.
- Describes the firearm's features and benefits.
- Demonstrate the use and operation of the firearm.
- Answer customer inquiries about the gun store, range and merchandise,
- Make suggestions and encourage purchase of firearms, ammo, other accessories, and use of the range
- Provide information about warranties, manufacturing specifications, care and maintenance of firearms/ ammo and accessories as well as delivery/pick up options
- Demonstrate proficient computer skills (Window's, Office, and Quick Books).
- Provide information about available financing – Layaway and Holds.
- Receive and process cash, check and credit card payments
- Provide change and receipts
- Bag or package purchases
- Count and balance cash register drawer
- Maintain accurate paperwork for gun sales
- Place special orders
- Process merchandise sales, gun trades or exchanges
- Process Gun Broker listings and sales
- Process repair or alteration of firearms when needed

- Stay current with sale prices and merchandise value
- Arrange and display merchandise
- Keep merchandise, store and range tidy including restroom
- Monitor inventory / office supplies and machines
- Learn and follow NRA guidelines in store and range
- Obtain carry permit and carry gun during work hours
- Run errands
- All other duties as assigned

Education and Experience

- Must be 21 years of age & have or ability to obtain Permit to Carry Weapons
- High School diploma or equivalent
- Relevant product knowledge
- Knowledge of sales principles
- Experience in a retail, customer service or sales environment

Housekeeping

- Sweep, scrub/mop floors
- Vacuum carpet in retail area, office and shooting range
- Dust furniture
- Clean sinks and toilets
- Sanitize ear muffs, safety glasses and any other PPE
- Empty and clean trash containers
- Dispose of trash bags in designated area
- Clean and wipe down all glass surfaces
- Check that all appliances are in working order
- Follow all safety and security procedures
- Report and maintenance issues or safety hazards
- Observe and report damage
- Maintain adequate supply of cleaning supplies
- Monitor inventory supplies such as paper towels, soap and toilet paper

Physical Requirements

- Physical stamina and mobility
- Ability to lift, push and pull and carry weight up to 30lbs.
- Ability to stand for long periods of time
- Ability to kneel, bend, crawl, squat and crouch
- Ability to work in a shooting environment

Key Competencies

- Excellent Communication Skills
- Customer Service Oriented
- Initiative – Self Starter
- Persuasiveness
- Patience, Adaptability and Integrity
- Scheduling flexibility / Weekends / Short notice
- Stress Tolerance
- High Energy Level
- Ability to multi task
- Telephone Professionalism
- Must possess ability to work unsupervised
- Ability to listen to and follow verbal and/or written instructions
- Maintain a professional, positive attitude at all times
- A strict attendance Policy will be followed