

Store Security Monitor
Title of Position

Retail Store
Department

Store Manager
Title of Supervisor

Retail
Location

PRIMARY OBJECTIVE OF POSITION:

To provide support to the Northern Tool + Equipment retail stores and parking areas as a visible presence to assist customers and monitor customers for suspicious activity inside and outside the store.

MAJOR AREAS OF ACCOUNTABILITY:

1. Monitors front entrance door area while providing security presence, greeting and assisting customers entering and exiting the store. Creates a pleasant atmosphere for customers by providing friendly attention.
2. Gathers shopping carts from the parking lot and assists customers with loading merchandise.
3. Monitors parking lot for any suspicious activity and reports incidents to management immediately.
4. Monitors sales floor for any suspicious activity and reports incidents to management immediately.
5. Maintains Loss Prevention merchandise tagging guidelines.
6. Assists with service equipment intake and check out/pick up as needed.
7. Maintains outdoor product displays and signage.
8. Keeps supervisor informed of important developments, potential problems, and related information necessary for effective management. Coordinates and communicates plans and activities with others, as appropriate, to ensure a coordinated work effort and team approach.
9. Performs related work as apparent or assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school education.
- Retail experience preferred.
- Works safely and complies with all established rules and practices relating to safety and security.
- Ability to communicate effectively with others.
- Demonstrates Northern Tool + Equipment's 12 Core Competencies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally required to sit, use hands to handle objects and talk or hear.
- Frequent wrist and/or hand movement is required.
- Frequently required to stand, walk and reach with hands and arms.
- Frequently required to lift and/or move up to 70 pounds.
- Specific vision abilities required include close vision, distant vision and the ability to adjust focus.

SUPERVISION OF OTHERS:

None

APPROVAL:

This document is intended to describe the general nature and level of work being performed by people assigned to this position. It is not intended to be an entire list of all activities, tasks and skills required of people in the position.

SALARY GRADE: NE3