

# 2007 Natural Products Association Retail Compensation Survey

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## 2007 Natural Products Association Retail Compensation Survey Report Job List

Job Code	Job Title	Job Description
SM15000295	Store Manager	Plans and directs the day-to-day operations of a retail store. Develops strategies to improve customer service, drive store sales, and increase profitability. Ensures customer needs are met, complaints are resolved, and service is quick and efficient. Ensures all products and displays are merchandised effectively to maximize sales and profitability. Forecasts staffing needs and develops a recruiting strategy to provide optimal staffing in all areas. May require a bachelor's degree or its equivalent at least 5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Lead and directs the work of others.
SM15000296	Assistant Store Manager - Full Time	Assists the store manager with the day-to-day operations of a retail store. Implements strategies to improve customer service, drive store sales, and increase profitability. Ensures customer needs are met, complaints are resolved, and service is quick and efficient. Maintains store appearance and product presentation to company standards. Provides support to sales associates during peak periods or when scheduling conflicts arise. Requires a high school diploma with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. May lead and direct the work of others. Typically reports to Store Manager. Full -time status requires working more than 35 hours a week.
SM15SJ0057	Assistant Store Manager - Part Time	Assists the store manager with the day-to-day operations of a retail store. Implements strategies to improve customer service, drive store sales, and increase profitability. Ensures customer needs are met, complaints are resolved, and service is quick and efficient. Maintains store appearance and product presentation to company standards. Provides support to sales associates during peak periods or when scheduling conflicts arise. Requires a high school diploma with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. May lead and direct the work of others. Typically reports to Store Manager. Part-time status requires working less than 35 hours a week.
SM15SJ0058	Front End Manager	Responsible for the supervision, scheduling, and training of cashiers in a retail store. May require an associates degree or its equivalent. At least 3 years of experience is required. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.
SM15000039	Sales Specialist - Full Time	Responsible for helping customers with decisions on product purchases. Bases recommendations and guidance on customers concerns and needs. May require an associates degree or its equivalent and at least 3 years of experience in sales. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Full-time status requires working more than 35 hours a week.

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SM15SJ0059	Sales Specialist - Part Time	Responsible for helping customers with decisions on product purchases. Bases recommendations and guidance on customers concerns and needs. May require an associates degree or its equivalent and at least 3 years of experience in sales. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Part-time status requires working less than 35 hours a week.
SM15SJ0060	Nutritionist Sales Specialist - Full Time	Responsible for helping customers with decisions on nutritional product purchases. Bases recommendations and guidance on customers concerns and needs. A degree in nutrition is preferred and at least 3 years of experience in nutrition and sales.. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Full-time status requires working more than 35 hours a week.
SM15SJ0061	Nutritionist Sales Specialist - Part Time	Responsible for helping customers with decisions on nutritional product purchases. Bases recommendations and guidance on customers concerns and needs. A degree in nutrition is preferred and at least 3 years of experience in nutrition and sales.. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Part-time status requires working less than 35 hours a week.
OF13000031	Cashier - Full Time	Main duties include ringing up sales and bagging items. May require a high school diploma or its equivalent. No experience necessary. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Full-time status requires working more than 35 hours a week.
SM15000243	Cashier - Part Time	Main duties include ringing up sales and bagging items. May require a high school diploma or its equivalent. No experience necessary. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Part-time status requires working less than 35 hours a week.
SM15000040	Stock Clerk - Full Time	Main duties include stocking, straightening, and taking inventory of merchandise and returns. Is not responsible for any selling. May require a high school diploma or its equivalent. No experience necessary. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager. Full-time status requires working more than 35 hours a week.

Job Code	Job Title	Job Description
SM15000244	Stock Clerk - Part Time	Main duties include stocking, straightening, and taking inventory of merchandise and returns. Is not responsible for any selling. May require a high school diploma or its equivalent. No experience necessary. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager. Part-time status requires working less than 35 hours a week.
SM15000245	Receiving Clerk - Full Time	Responsibilities include inventory control in store merchandise receiving area, working with delivery personnel, and checking-in and counting merchandise received. May require a high school diploma or its equivalent. No experience necessary. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager. Full-time status requires working more than 35 hours a week.
SM15000246	Receiving Clerk - Part Time	Responsibilities include inventory control in store merchandise receiving area, working with delivery personnel, and checking-in and counting merchandise received. May require a high school diploma or its equivalent. No experience necessary. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager. Full-time status requires working less than 35 hours a week.
FA06000152	Bookkeeper - Full Time	Maintains and records business transactions. Balances ledgers and prepares reports. May require an associate's degree or its equivalent with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department. Full-time status requires working more than 35 hours a week.
FA06SJ0069	Bookkeeper - Part Time	Maintains and records business transactions. Balances ledgers and prepares reports. May require an associate's degree or its equivalent with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a manager or head of a unit/department. Part-time status requires working less than 35 hours a week.
SM15000257	Merchandise Buyer - General	Selects merchandise for order, places order, and stays involved in inventory distribution. Reviews success of previous orders to determine extent to which inventory should be replenished. Researches new trends or advances in product lines to make appropriate buying decisions. May require a bachelor's degree in area of specialty and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

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SM15000278	Merchandise Buyer - Grocery	Oversees the purchasing function for the grocery department. Suggests changes to inventory and pricing, and may negotiate with vendors for price or delivery. Monitors quality of goods or service. May require a high school diploma or its equivalent and 2-4 years of related experience. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.
HS08SJ0282	Produce Preparation Worker	Washes, stores, and handles produce to be displayed for sale. May require a high school diploma or its equivalent and 0-2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.
HS08000053	Prep Cook	Prepares raw ingredients for use in recipes. Washes, chops, stores, and handles ingredients. Assists cook with simple recipes. May require a high school diploma or its equivalent and 0-2 years of related experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.