

## Viking Store Managers: Skill List

**Directions:** Listed below are skills/tasks for you to accomplish as a Viking Store manager. When you complete a task, check the appropriate box and Mr. Turner or Ms. Baitinger will initial for confirmation.

### **P.O.S. System**

- Create UPC/Price labels
- Create a Purchase Order
- Adjust Prices
- Print Tender Report
- Print Invoice Report
- Prepare Cash Drawer
- Reconcile Cash Drawer(+Balance Report)
- Train new staff on register
- Create a "Mix and Match"
- Create a "hot key"

### **Sales / Inventory**

- Complete a Physical Inventory
- Execute a Return
- Sell a Gift Card
- Complete a Credit Card transaction
- Print and Label apparel bags as needed

### **Merchandising**

- Memorize "always in stock" prices
- Execute all folding techniques for apparel
- Train new hires on folding techniques
- Attach price tags(label gun)

### **Human Resources**

- Create an "Employee Profiles" for display
- Photograph all new associates
- Create an 'Employee of the Month' certificate
- Interview new associates
- Create a weekly work schedule

### **Snack Bar**

- Fill Cappucino and Hot Chocolate powder
- Prepare, Bake, and Package Otis Cookies
- Clean Dispenser machine
- Train new hires on Soft Pretzel production
- Train new hires on Otis process
- Audit Snack Bar "checklist" for quality control  
\*\*communicate with Associates as needed

### **Promotions**

Create a Sales Promotion using the techniques below

- Display
- Flyer
- Coupon/Incentive
- Announcements
- Multi-Media
- Brochure

### **Purchasing**

- Design or research on any new product development
- Meet with a Sales Representative
- Complete a Sams P.O.

*The*  
**VIKING STORE**