

JOB DESCRIPTION – STYLE SPECIALIST: *ft/pt*

Contribute to the success of Le Chateau by achieving financial targets and supporting management through the pursuit of Le Chateau's vision. Le Chateau has an expectation that employees are proud, enthusiastic, loyal advocates of the Le Chateau brand who build credibility.

ELEMENTS OF SUCCESS INCLUDE:

- 1. Achieving Sales and Profit Contribution Targets**
 - Serving customers by utilizing the GUEST model to increase sales and build customer loyalty
 - Meeting sales and productivity targets
 - Preventing shrinkage
- 2. Contributing to a Winning Store Environment**
 - Demonstrating all employee competencies
 - Contributing to a positive, safe and comfortable workplace and meeting all health and safety standards
 - Maintaining visual standards
 - Showing care via a clean and orderly environment
 - Increasing productivity in non-peak period focusing on sales making tasks
 - Consistently adhering to all company policies and advising management of any deficiencies

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JOB DESCRIPTION – KEY HOLDER: *ft - pt*

Contribute to the success of Le Chateau by achieving financial targets and supporting management through the pursuit of Le Chateau's vision. Le Chateau has an expectation that employees are proud, enthusiastic, loyal advocates of the Le Chateau brand and build credibility.

LE CHATEAU HR MISSION STATEMENT:
To be the best employer in fashion retail by delivering a rewarding employment experience in a positive, safe and comfortable work environment filled with opportunity for continuous career development. We will inspire our employees to be proud of their chosen career

ELEMENTS OF SUCCESS INCLUDE:

- 1. Attaining and Advancing Sales and Profit Contribution Targets**
 - Serving customers by utilizing the GUEST model to increase sales and build customer loyalty
 - Meeting sales and productivity targets
 - Preventing shrinkage
- 2. Winning Store Environment**
 - Demonstrating all employee competencies while developing leadership competencies
 - Contributing to a positive, safe and comfortable workplace with motivated employees
 - Maintaining visual standards
 - Showing care via a clean and orderly environment
 - Meeting all health and safety standards
 - Increasing productivity in non-peak times by focusing on non-selling tasks
- 3. Team Leadership**
 - Actively managing the sales floor when required
 - Promoting GUEST Customer Service in a high energy atmosphere
 - Ensuring consistent employee adherence to all company policies by informing, taking action on deficiencies and completing follow-up
 - Productive use of staff time (selling & non-selling tasks)
 - Completing required administration

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1 *ft.*

JOB DESCRIPTION – ASSISTANT MANAGER:

Contribute to the success of Le Chateau by assisting the store manager in achieving financial targets and supporting Le Chateau's vision. Le Chateau has an expectation that employees are proud, enthusiastic, loyal advocates of the Le Chateau brand who build credibility.

LE CHATEAU HR MISSION STATEMENT:
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ELEMENTS OF SUCCESS INCLUDE ASSISTING MANAGER IN:

- 1. Attaining and Advancing Sales and Profit Contribution Targets**
- 2. Product Management**
 - Strategic product placement
 - Meeting visual standards
 - Visual planning based on results
 - Accurate and efficient markdowns
 - Inventory management
 - Preventing shrinkage
- 3. Team Development**
 - Employees are aware of, and engaged in achieving financial and career goals
 - On-going training and employee development
 - Leading active recruiting
 - Suitable selection decisions
 - Healthy turnover
- 4. Leading a Winning Store Environment**
 - Creating a feeling of belonging and pride by sharing company vision and showing interest in all team members
 - Personally demonstrating all employee and leadership competencies and cultivating competencies in others
 - Actively managing the sales floor
 - Promoting GUEST Customer Service in a high energy atmosphere
 - Providing a positive, safe and comfortable workplace with motivated employees
 - Ensuring company dress code policy is respected
 - Showing care via a clean and orderly environment
 - Meeting all health and safety standards
 - Ensuring consistent employee adherence to all company policies by informing, taking action on deficiencies, and completing follow-up. Exercising appropriate judgement in making equitable exceptions to policies
- 5. Efficient Planning**
 - Proper scheduling and adjustments
 - Productive use of staff time (peak and non-peak periods)
 - Forecasting and preparing for business needs
 - Completing required administration

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