



Keep Job Description for Your Reference

Job Description: Firearms Consultant

General Description / Purpose

Firearms Consultants assist the Manager in the daily operations of a retail firearms store. Greet and acknowledge all customers in a friendly, professional manner and provide quick, responsive customer service. Consultants provide superior customer service by assisting customers in selecting, demonstrating, and purchasing products, including firearms, firearms accessories, ammunition, special orders, range memberships, training courses, kayaks, kayak accessories, all services offered by Frontier Firearms. Keep shelves fully stocked, products faced, clean, and correctly price according to store policy. Work as a team with all other Firearms Consultants, Instructors, Range Safety Officers, and Cashiers.

Work Schedule

- Requires morning, afternoon, and evening availability on any day of the week, including weekends. Current Store Hours – Mon-Fri: 10am to 5pm, Sat: 9am to 5pm, Sun: 1pm to 5pm. Hours are subject to change seasonally.
- Flowed schedule determined by store management based upon the needs of the store.
- Requests to be scheduled off for a specific day(s) require a minimum of 2-week advanced notification and management approval.
- Full-time, Part-Time, or Seasonal are generally scheduled 35 to 40, 12 to 30, or 12 to 39 hours per week, respectively; overtime hours may be scheduled based upon the store's needs. Over time is mandatory.
- Must be available to work holidays **except for** New Year's Day, Memorial Day, Easter Sunday, IndependenceDay, Labor, Thanksgiving, and Christmas.

Essential Knowledge, Duties, and Skills

- Basic reading, writing, and arithmetic skills using the English language sufficient to perform job functions.
- High school diploma or equivalent.
- One plus year of retail experience
- Must have computer experience and be able to troubleshoot common computer errors.
- Ability to pass Frontier's product knowledge tests.
- Ability to meet & exceed sales goals – proven sales success.
- Strong drive and competitive nature.
- Self-motivated with exceptional organizational skills.
- Great Customer Service, communication, and organizational skills.
- Must be able to multitask – deal with more than one customer and situation at a time.
- Ability and willingness to work cooperatively with others.
- Ability to legally obtain a TN Handgun Carry Permit within the 90-day probationary period.
- A high degree of discretion in dealing with confidential information.
- Understand and respond appropriately to basic customer and employee inquires.
- Knowledge of the company's mission, purpose, goals, and the employee's role in achieving them.
- Ability to operate store equipment in assigned area including but not limited to cash registers, computers, inventory scanners, telephones, paging system, and security system.
- Ability to satisfactorily complete all Frontier Firearms training requirements, including required certifications.
- Ability to satisfactorily complete an in-house Basic Handgun course.
- Ability to satisfactorily complete the in-house Range Safety Officer course.
- Ability to operate, demonstrate and explain merchandise in assigned areas of responsibility.



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- Stay current on product knowledge, general firearms laws, and safety procedures.
- Dress appropriately for position per Frontier Firearms dress code.
- Understand and be proficient in applicable operations: Refunds>Returns, Consignments, Gift Cards, Trades, Layaways, House Charges, Special Orders, Member, and Non-Members use of the facilities.
- Understand and be proficient in firearms sales and forms as required by Federal, State, and Local laws; ATF Form 4473, Multiple Handgun Sale (MHS) Form, TBI TICS Check procedures.
- Proper use, care, and maintenance of Frontier Firearms equipment and inventory.
- Complete knowledge of firearms safety rules & procedures.
- Finish a 90-day probationary period.
- Complete quarterly sales reviews.
- Knowledge of basic gunsmithing services.
- Knowledge of computer use, internet searches.
- Assist in opening and closing of the store
- Helping to keep the store clean, including sales floor, cashier areas, restrooms, and storerooms.
- Other duties as assigned

Qualification Standards

- Applicants may be rejected if an interview or background check reveals that the applicant has been convicted of a felony, crime of domestic violence, or offense against property such as receipt of stolen property, theft, embezzlement, bad checks, burglary, or similar convictions.
- Applicants may not be under any criminal investigation, indictment, or restraining order.
- Applicants must pass a pre-employment drug test.
- Applicants must be 21 years of age and be eligible to purchase firearms.

Physical Job Requirements

- Ability to move throughout all store areas, including sales floor, register areas, shooting ranges, offices, and applicable secured areas.
- Ability to move objects up exceeding 200lbs with reasonable accommodations (pallet jack, handtruck).
- Ability to hear and respond appropriately to directives and conversations.
- Able to properly wear all necessary personal protective equipment to perform job functions.
- Stand and sit continuously and perform job functions for a full shift.
- Physically able to stand, bend, stoop, kneel, reach, twist, lift, push, pull, climb, balance, crouch, handle, carry and move items up to 50 pounds without assistance.
- Visual acuity corrected to perform job functions.
- Ability to distinguish color to perform job functions.

Environmental Concerns

- Position may be subject to both inside & outside environmental conditions.
- Not necessarily protected from weather and temperature changes.
- Possible exposure to hot, cold, wet, humid, or windy weather conditions.

Performance Standards

- Responsible for wearing a clean Frontier Firearms uniform and be well-groomed at all times as outlined in the dress code policy, and wear a nametag.
- Comply with performance criteria, standards of conduct, discipline, and discharge procedures.
- Ability to follow directions and respect the chain of command.
- Must meet all review standards applicable to the job.
- Must be able to perform job responsibilities, with or without reasonable accommodation.



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Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Will you take a drug test? YES NO Do you have a Tennessee Handgun Permit? YES NO

Are you legal to own or possess firearms? YES NO

If no, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____



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References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



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Previous Employment (continued)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete this form, misrepresentation, or omission of facts represents grounds for elimination from consideration for employment, or termination after employment if discovered later. I authorize Frontier Firearms, LLC to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Frontier Firearms, LLC serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first NINETY DAYS of regular employment represent a provisional period, during which I may be terminated without right of appeal.

Signature: _____ Date: _____

NOTES: