

# REJOICE CHRISTIAN BOOKS AND GIFT SHOP LLC

## Part-Time Seasonal Bookstore Clerk Associate

### Full Job Description

The **Seasonal Bookstore Clerk Associate** will work 15 – 20 hours weekly with an hourly rate of \$12.00 per hour. Performs daily operational duties that provide customers with a pleasant shopping experience by providing product knowledge, merchandising products, and sales skills that serve customers while operating the point-of-sale system.

The **Seasonal Bookstore Clerk Associate** is responsible for all activities related to retail sales for customers who visit, call or email store.

The company's mission is to provide products and information that will educate, motivate and inspire while providing excellent customer service, product knowledge and sales that meet the goals and the foundational representation of company.

### Essential Duties

- Performs customer service with excellence in the store and on the phone.
- Carry and straighten merchandise, stock shelves, price merchandise and may assist in setting up displays and signs.
- Operates a Point of Sale (POS) system for transactions using cash, gift cards, and credit cards.
- Labels and stocks merchandise.
- Maintains safe, clean store and stockroom environments.
- Performs opening/closing/report procedures for cash registers needed for finance department.
- Assists with setting-up and serving guests during meet/greet events held in the store.
- Assists with physical inventory.
- Pick, process and pack orders for shipping
- May provide customer service/sales functions for special events.
- Assist with marketing and social media posts creations.
- Support a store environment where all associates and customers are welcome.
- Reports to Store Manager

### Other Duties

- Other duties as assigned by the Retail Services Manager

### Skills and Knowledge

- Minimum high school education required, basic accounting and customer service experience required; retail experience preferred.
- Product knowledge is a must or the ability to learn quickly.
- Experience with or the capacity to utilize Microsoft Office, with focus on Outlook, Word, and Excel.
- Ability to learn the POS software system used for transactions, reports and inventory research.

- Ability to receive payments or process refunds using cash, gift cards, and credit cards.
- Ability to communicate verbally and in written form with staff of all levels, as well as guests.
- Maintain confidentiality and non-disclosure of company procedures, operations, financial and purchasing information.
- Commitment to hospitality and excellence providing attention to detail while displaying a positive and warm attitude toward others.
- Ability to relate to people well, being approachable, as well as can manage administrative tasks simultaneously.
- Self-motivated to manage time well and complete tasks efficiently while working independently without direct supervision.
- The ability to work with minimum supervision.

### **Physical/Mental Demands**

- Demonstrated flexibility to adapt to changing job parameters, deadlines, or directions.
- Ability to work independently and as part of a team while demonstrating flexibility when priorities change or there are interruptions.
- Ability to stand for long periods of time.
- Ability to move easily from place to place with full range of motion.
- Ability to use a ladder/step stool and push a cart.
- Ability to lift moderate weight up to 30 pounds without assistance.

### **Working Conditions**

- Work assignments are performed in a retail store, stockroom, and office environment.
- Must be dependable to work hours scheduled including flexible/variable hours.

**All candidate information will be kept confidential according to EEO guidelines.**