

# Shocco Springs Baptist Conference Center, Inc.

## Bookstore Sales Personnel (Part -Time)

Reports to Bookstore Coordinator

Bookstore Team

### Job Summary

The general responsibility of the Bookstore Sales Associate will be to serve all guest needs in a prompt and courteous manner, ring transactions in cash register, assist customers with merchandise selection, and keep counter and shelves stocked, clean and organized.

### Summary of Essential Job Functions

- Ability to negotiate with diverse groups and personalities.
- Always make Guest needs and convenience your number one priority.
- Ability to communicate well, have a pleasant personality and good customer service skills.
- Maintain store and work area in a neat and organized manner.
- Receive in new stock, unpack and log merchandise into computer system.
- Computer skills should include knowledge of Microsoft Word, Excel and email.
- Be willing to follow instructions and complete tasks.
- Assist customers with merchandise selection when needed.
- Use proper accountability with all cash register transactions.
- Follow guidelines for securing store at closing time.
- Accept miscellaneous assignments as agreed upon with supervisor.

### Job Requirements

#### Spiritual

- In all aspects of personal, professional and spiritual life, exemplify Christ-like standards.

#### Job Related

- Experience in retail sales, merchandising, and displaying preferred.
- Experience in working with the public.
- Desire and ability to work in a conference center/camp setting to utilize skills for ministry.
- Desire to grow in area of responsibility.
- Refrain from any slanderous talk and profanity.
- Desire and seek to grow as a Christian leader and lead others to grow.

#### Physical

- Physical ability to pack and/or unpack merchandise.
- Physical ability to lift and place onto a platform 4 feet high from floor packages weighing up to 40 pounds.
- Mathematical ability to make change and balance cash register.  
Ability to organize and manage multiple tasks and details and perform assigned duties in a pleasant and competent manner.
- Ability to communicate (auditory, verbal and written) adeptly with guests, program personnel and employees
- Ability to abstain from use of tobacco products, alcoholic beverages, and controlled substances.

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### At-Will Employment Statement

Employment and compensation are at-will, and therefore can be terminated, with or without cause, at any time without prior notice at the employee's option or SSBCC's option. This at-will relationship may not be modified by any oral or implied agreement, and that neither employee handbook, nor any course of conduct, practice, policy, award, promotion, performance evaluation, transfer, or length of service can modify this at-will relationship.