



ROCK
CHURCH & TRAINING CENTER

JOB DESCRIPTION

Position: **Retail Sales Associate/Special Events**

Reports to: **Retail Manager**

Position Status: **Part-Time, Non-Exempt**

Department: **Operations/Rockpile Bookstore**

Effective: **May 2010**

Replaces: **All previous**

Position Number: **RC-15-10**

Posting Date: **May 6, 2010**

1st Closing Date: **May 13, 2010**

Position Summary: Retail Sales Associate/Special Events assists in the daily operations of the Rockpile store, including assisting customers, distribution of online orders and message CDs, assisting volunteer staff, updating online store and oversee sales for special events. The Retail Sales/Special Events Associate reports to the Retail Manager.

Job Responsibilities and Duties:

1. Assists store operations during business hours and special events.
2. Assists in the training of volunteer staff including screening new volunteers, training.
3. Assists in the oversight of volunteers to ensure that they are working effectively, maintaining cooperative, supportive and productive relationships.
4. Monitors store activities and to ensure that customers are getting what they need.
5. Assists in preparing a store for weekend services and special events including receiving, merchandising and marketing efforts
6. Ensures that the store is clean and organized and that merchandise is priced correctly.
7. Helps coordinate extended hour events meeting the needs of ministry leaders and contracted representatives
8. Operates Point of Sale and assists in opening and closing procedures

9. Distributes all online orders, CD subscriptions, and Rock Radio orders.
10. Assists in monthly inventory counts.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Retail Manager.

Job Skills and Requirements:

1. Two years of sales experience is preferred but not required.
2. Excellent communications skills.
3. Strong customer service skills and a heart for people.
4. Excellent organizational skills.
5. At least six-months experience in a retail environment with the ability to run a cash register.
6. Basic math skills required. (Ability to add and subtract.)
7. Experience with inventory counts.
8. Ability to work independently and with a team.
9. Flexible work schedule.
10. Proficient in Microsoft Windows based computer systems and QB POS.
11. Maintains a Class C driver's license able to travel 50 miles for mobile events

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Loving People First Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).

9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 50 lbs (with or without assistance). This position also may require long periods of standing up and walking.