



**JOB DESCRIPTION**

**Position:** Retail Shipping/Receiving Associate  
**Reports to:** Retail Manager  
**Position Status:** Part-Time, Non-Exempt

**Department:** Operations/Rockpile Bookstore  
**Effective:** May 2010  
**Replaces:** All previous  
**Position Number:** RC-16-10  
**Posting Date:** May 6, 2010  
**1<sup>st</sup> Closing Date:** May 13, 2010

**Position Summary:** The Shipping and Receiving associate assists in the daily operations of the Rockpile store, including shipping, receiving, data entry, returns and inventory analysis. The Retail Shipping/Receiving Associate reports to the Retail Manager.

**Job Responsibilities and Duties:**

1. Assists store operations during business hours.
2. Monitors store activities and to ensure that customers are getting what they need.
3. Assists in preparing a store for weekend services and special events including receiving, merchandising.
4. Ensures that the store is clean and organized and that merchandise is priced correctly.
5. Helps maintain product shelf life and returns unsold or damaged items contacting vendors and applying credits.
6. Operates Point of Sale and assists in opening and closing procedures.
7. Maintains a clean and organized storage room.
8. Communicates with team regarding PO# and special orders and establishes relationships with vendors and freight companies.
9. Works with accounting and assists in quarterly inventory counts and monthly cycle 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. Has prior shipping and receiving experience.
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, Excel and QB POS.
11. Maintains a Class C driver's license.

**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 Strategic Ministry 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.