

Job Opportunity



Competitive

Position: Part-Time Retail Sales Associate

Job Vacancy Notice#: RC-27-08

Location: The Rock Church

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Part-Time, Non-Exempt

Opening Date: 30 September 2008

Closing Date: 6 October 2008

Area of Consideration: Open to current Staff and Volunteers ONLY.

Brief Description of Major Duties: The Retail Sales Associate assists in the daily operations of the Rockpile store, including Message CD subscriptions, distribution of online orders, volunteer staff, updating online store, and organization of store operations. The Retail Sales Associate reports directly to the Retail Manager.

Qualifications & Requirements: Assists store operations during business hours. Assists in the training of volunteer staff including screening new volunteers, training and scheduling. Assists in the oversight of volunteers to ensure that they are working effectively, maintaining cooperative, supportive and productive relationships. Monitors store activities and to ensure that customers are getting what they need. Assists in preparing a store for weekend services. Ensures that the store is clean and organized and that merchandise is priced correctly. Assists in the maintenance of the online bookstore store. Distributes the bi-weekly Rockpile Review news letter to all internet subscribers. Distributes all online orders, CD subscriptions, and Rock Radio orders. 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.

Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. Two years of sales experience is preferred but not required. Excellent communications skills. Strong customer service skills. Excellent organizational skills. At least six-months experience in a retail environment with the ability to run a cash register. Basic math skills required. (Ability to add and subtract.) Experience in ordering merchandise and conducting inventories. Ability to work independently and with a team. Proficient in Microsoft Windows based computer systems. Maintains a Class C driver's license. Regular involvement in the Rock Church activities and events. Regular attendee of the Rock Church weekend services. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook.

To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, The Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

To apply please visit the website at www.therocksandiego.org and fill out the application. Email application and resume to hr@therocksandiego.org. Or mail application and resume to 2277 Rosecrans, San Diego CA 92106, Attn: Human Resources. All mailed applications must be received by the closing date to be considered for the position.