



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Retail Sales Associate**
Reports to: **Retail Manager**
Position Status: **Regular, PT, Non-Exempt**

Department : **Rockpile Bookstore**
Effective: **September 2010**
Replaces: **All previous**
Position Number: **RC - 34- 10**
Posting Date: **September 9, 2010**
1st Closing Date: **September 16, 2010**

Position Summary: 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.

Job Responsibilities and Duties:

1. Assists store operations during business hours.
2. Assists in the training of volunteer staff including screening new volunteers, training and scheduling.
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.
6. Ensures that the store is clean and organized and that merchandise is priced correctly.
7. Assists in the maintenance of the online bookstore store.
8. Distributes the bi-weekly Rockpile Review news letter to all internet subscribers.
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.
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 in ordering merchandise and conducting inventories.
8. Ability to work independently and with a team.
9. Proficient in Microsoft Windows based computer systems.
10. 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 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.