

Job Opportunity



Competitive

Position: Sales Associate

Job Vacancy Notice#: RC-36-05

Location: The Rock Church – Facilities Department

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Part-Time, Non-Exempt

Opening Date: 12 December 2005

Closing Date: Open Until Filled

1st Cut-off date 16 December 2005

Area of Consideration: All Sources

Brief Description of Major Duties: 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 Assistant reports directly to the Retail Manager. 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.

Qualifications & Requirements: 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. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of the Rock Church.

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 and email application and resume to hr@therocksandiego.org . Or mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.