



SALES ASSOCIATE ROLE DESCRIPTION

The Sales Associate serves and supports customers and assists with the operations of Inklings (CHCC's bookstore).

RESPONSIBILITIES

Welcome Customers and Provide Assistance

- Recommend resources and help customers locate them with ease
- Assist customers with special orders and Bible imprinting requests
- Process purchases, refunds, and exchanges

Balance the Cash Drawer

Assist with Merchandise and Inventory

- Process, place, and receive orders on the computer
- Monitor departmental sales as specified by the Manager
- Assist with annual inventory
- Restock and arrange shelves
- Purchase supplies at the Denver Merchandise Mart (as requested by the Manager)

Oversee Store Marketing and Promotion

- Assist with the marketing of displays, promotions, and special events
- Create flyers, invitations, and various promotional material
- Write promotional and product information (church and school publications)

Maintain the Cleanliness of the Store

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Embody other-centered, servant-leadership in all interactions

Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and uphold the four commitments of active membership
- Join and be a regular, active participant in weekend services
- Accept and uphold CHCC's Essentials of Our Faith

OTHER REQUIREMENTS

- Ability to stand for shift (approximately 3-4 hours)
- Ability to lift supplies (approximately 25-35 pounds)
- Ability to climb ladder to place merchandise

POSITION TYPE: Part-Time, Non-Exempt

AVERAGE HOURS PER WEEK: 0-20 (As Scheduled)