



Position Description –International Headquarters

Date	May 1, 2018
Title	Red Brick Store Associate
Location	Nauvoo, Illinois
Education Requirements	High School Graduate
Experience Required/Desired	6 months of retail experience
Immediate Supervisor	Nauvoo Team Lead
Employment Status	<input type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) List hours per week: <input type="checkbox"/> Part Time (under 20 hours per week) <input checked="" type="checkbox"/> Temporary/Seasonal (June and July up to 39 hours per week)
Summary of Position	<p>The Red Brick Store Associate, under the direction of the Nauvoo Team Lead, operates the Red Brick Store as part of the Historic Sites Team. The associate monitors inventory and reports low levels to the Team Lead, ensures the store is well stocked, clean, and inviting. The Associate also helps all volunteers and interns at the site in educating visitors about Museum Store products and transacting sales using a cash register or point of sale system. The Associate is responsible for opening and closing the store during their shift.</p>
Essential Functions	<ol style="list-style-type: none"> 1. Foster a climate that is customer-service focused, and model excellent people skills 2. Maintain POS/cash register systems in the store, and ensure monies are accurately recorded and stored during store openings and closings 3. Alert the Team Lead when stock levels are low 4. Restock merchandise 5. Clean and organize merchandise displays 6. Work with volunteers and staff to interpret the store and process transactions in a timely manner

Qualifications/Skills	Required <ol style="list-style-type: none"> 1. Some retail experience with a Point of Sale system or Cash Register 2. Self Starter 3. Integrity and Trust 4. Customer Focus 5. Approachability
Supervisory Responsibility	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other Duties	Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.
Registered Youth Worker	Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date
Ministerial Status	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Overtime Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
