

Community of Christ

NEW POSITION DESCRIPTION FORM

WCHRC APPROVAL DATE:		WMCT APPROVAL DATE:	
POSITION TITLE: Retail Associate - Kirtland		Grade:	(determined by HRM)
CLASSIFICATION	<input checked="" type="checkbox"/> Staff Assistant	<input type="checkbox"/> Staff Executive	<input type="checkbox"/> Executive Minister*
	<input type="checkbox"/> Field Appointee	<input type="checkbox"/> Field Specialist	<input checked="" type="checkbox"/> Volunteer
			<input type="checkbox"/> Other
New Position:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Person Replaced:
Support Team: Volunteer Resource Ministries		Supervisor: Shelley Ruhlman	
Team(s): Visitor and Heritage Services - Kirtland Sub-Team		Team Leader(s): Barbara Walden	
POSITION SUMMARY: Retail Associates educate visitors about Museum Store products and transact sales using a cash register or point of sale system.			
Work Experience:	<input type="checkbox"/> 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs
			<input type="checkbox"/> 5+ yrs
Formal Education:	<input checked="" type="checkbox"/> HS or GED	<input type="checkbox"/> 14+ yrs	<input type="checkbox"/> 16 yrs
			<input type="checkbox"/> 17+ yrs
Qualifications Include: 1. Excellent people skills 2. Customer service focused 3. Willingness to learn cash register system 4. Ability and willingness to restock merchandise 5. Ability and willingness to clean and organize merchandise displays 6. 7. 8. 9. 10. 11. 12.			
Key Competencies (list 5-8 of the most important competencies for this position: 1. Integrity and Trust 2. Customer Focus 3. Approachability 4. Total Quality Management 5. Creativity 6. 7. 8. 9. 10. 11. 12.			
Primary Responsibilities Include (list the most important duties and responsibilities): 1. Educate Visitors about store products 2. Use a cash register system to process sales 3. Price and restock merchandise 4. Dusting merchandise displays 5. Assist retail team in creating merchandise displays 6. Count cash register in and out 7. 8. 9. 10. 11. 12.			

Organizational Relationships (list the title and number of persons or projects this position supervises/coordinates): The day-to-day supervision, training and direction is provided by the team leader. The overall staffing support, policies, general training, recognition, etc. is provided by Volunteer Resource Ministries.

Additional Comments: Compensation includes furnished housing and utilities in return for 24 to 32 hours per week. Training is provided.

Prepared By: Lachlan Mackay

Date: May 14, 2007

Reviewed By: Shelley Ruhlman

Date: May 14, 2007

Approved by (WMCT Member):

Date:

*(Position must meet the church's requirements to be classified as an executive minister.)