



**Job title: Bookstore Attendant**  
**Department: Bookstore**  
**Grade: 11**

**FLSA status: Non-Exempt**  
**Reports to: Bookstore Manager**

**SCM Mission Statement: Help people connect with God and each other, in order to be transformed into the image of Christ, through His word, His creation and community.**

**Position Summary: Primarily responsible for performing all transactions necessary to operation of the Sandy Cove Bookstore without the assistance of the Bookstore Manager that lead to exceptional customer service.**

**General Purpose:** To assist the Bookstore Manager in helping to create an atmosphere of peace and inspiration so that guest may have a positive shopping experience as well as providing exceptional guest service through interaction and product knowledge thereby helping people connect with God and each other.

**Role Qualifications:**

- Personal relationship with Jesus Christ
- Must contain an excitement for God's ministry at Sandy Cove Ministries
- High School Diploma
- Outgoing and friendly disposition
- Must be willing to have a flexible work schedule

**Essential Functions/Responsibilities:**

- Open & close assigned area of operation and properly account for cash register money
- Operate cash register and charge machine to make store transactions
- Stock, price and display items as needed.
- Keep appearance of store clean and neat at all times (vacuum, dust, empty trash, etc.)
- Welcome guests and to offer assistance to guests when needed
- Close area of operation and complete appropriate forms for receipts
- Unpack and shelve books for both normal and special promotional displays
- Perform any other reasonable tasks as assigned by Bookstore Manager

**Essential Skills and Experience**

- Possess strong customer service & organizational skills
- Must be able to work without direct supervision and take initiative
- Excellent verbal and written communication skills
- Basic computer skills
- Basic mathematic aptitude

**Nonessential Skills and Experience:**

- Experience working in Not-for-Profit camps or conference centers
- Previous experience with cash register is preferred

**Reporting to this position: Bookstore Attendant (in absence of Bookstore Manager)**

**Physical demands of work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

■ *Physical demands:* While performing the duties of this job, the employee is required to stand for long periods of time, walk, sit, use hands, climb stairs, balance, stoop, kneel, see, talk or hear. The employee must occasionally lift and/or move up to 45 pounds.

■ *Work environment:* While performing the duties of this job, the employee is in a store environment that can become crowded easily. The noise level in the work environment is usually minimal.

**General sign-off:** The employee is expected to adhere to all company policies of Sandy Cove Ministries.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Created: 8 -16-12**  
**Revised 3-14-15**