

### OVERVIEW

**Position Type:** Part-time

**Reports to:** Store Supervisor

**Department:**

### SUMMARY

The sales associate will strive to provide outstanding customer service in an effort to contribute to the store's mission of providing affordable ministry resources to the LifeBridge community.

### PRIMARY RESPONSIBILITIES

- Ensure each customer receives outstanding service.
- Maintain a cash drawer successfully handling sales and balancing at the end of each shift.
- Maintain awareness of key product categories and promotions.
- Execute daily goals as determined by management.
- Assist in training and development of peers and volunteers.
- Participate in the processing of new product receipts.
- Be responsive to safety issues and communicate when appropriate.
- Aid customers in finding product on hand and alerting of special order opportunities.
- Maintain knowledge related to creating coffee beverages to ensure product quality and consistency.

### EXPECTATIONS

- Arrange for all responsibilities to be covered during scheduled time off
- Attend meetings when requested.

### EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- High school graduate or specific vocational training related to food service.
- Computer experience, particularly retail point of sale systems.
- Good writing and organizational skills.
- Must be a fast learner with a positive attitude.
- Previous retail/coffee experience helpful.
- Excellent communication skills, exceptional organizational ability with the added ability to think on one's feet and multi task.