



# ALPINE CAMP AND CONFERENCE CENTER

## RETAIL SALES TEAM MEMBER

DATE WRITTEN: 01/01/2019

STATUS: PART-TIME

### PURPOSE

To provide a mountaintop encounter with Jesus Christ by providing products and services that: lead people to Jesus, promote the glory of His creation, enhance and remind people of their Alpine experience.

### ACCOUNTABILITY RELATIONSHIPS

Reports to the Gift Shop Manager, works closely with all other gift shop staff.

### GENERAL QUALIFICATIONS

- Must demonstrate a strong, maturing faith in Jesus Christ as Savior and Lord; the ability to confidently articulate that faith; and a willingness to serve the Church of Jesus Christ in a Christian camping environment.
- Must demonstrate or articulate an active interest, support, and belief in the major tenets of Evangelical Christianity and the Evangelical Covenant Church in particular.
- Must demonstrate speech and behavior consistently aligned with the Covenant Affirmations; along with Alpine's Identity Statements, Character Guide and Peacemaker's Pledge.
- Proven ability to work collaboratively with others, consistently putting the defined results of the team before personal preferences and desires
- Demonstrated initiative, follow-through and ability to achieve agreed upon, timely results; evidencing healthy flexibility and self/time management
- Able to productively work in an environment with frequent interruptions and occasional chaos.
- Proven willingness to follow directions of direct supervisor or his/her designee
- Possessing the physical, mental, psychological and spiritual capacities to perform the duties, responsibilities and essential functions as outlined in written mutually agreed upon job descriptions and standards of performance.

### SPECIFIC QUALIFICATIONS

- Exhibit a desire to learn about retail sales.
- Must be friendly and have a helpful attitude towards guests and staff.
- Must be honest and competent in the handling of money.
- Able to learn simple bookkeeping procedures and perform them with proficiency.
- Self-motivated, reliable and punctual.

### GENERAL RESPONSIBILITIES

- Proactively participate in assigned (staff/management team) meetings, activities and outcomes
- Intentionally contribute to a healthy organizational culture aligned with Alpine's Identity Standards, Character Guide, Peacemaker's Pledge, etc.
- Proactively engage in increasingly effective two-way communication (sharing information, resources and feedback) within your department and, as needed, with all relevant departments regarding actions and resources required to achieve determined results
- Comply with all policies and practices as outlined in Alpine's Personnel Policy Handbook and other handbooks and manuals relevant to this position
- Other duties as assigned by Alpine's executive leadership

## SPECIFIC RESPONSIBILITIES

- Arrive on time for each shift, prepared to joyfully serve our guests.
- When opening the store, have drink station fully stocked, cash put in register, have store stocked and ready to receive customers.
- Learn cash register and credit card procedures showing accuracy and efficiency.
- Gain a full understanding of the beverage menu, snack menu and preparation of menu items.
- Provide a pleasant environment through cleaning and general straightening up including the lounge area.
- Keep the store well stocked; this includes vending machine outside of gift shop and all vending drink machines around camp.
- Assist with receiving of new stock, price labeling and display as directed by manager.
- When closing store, close out and balance cash register, restock as necessary and thoroughly clean store & Branch Lounge.
- Schedules are prepared monthly. Please request time off prior to schedule being made.
- Once monthly schedule is made, it is the employee's responsibility to be sure that all shifts are covered.
- Refrain from gossip within the workplace.
- Other duties as assigned by Manager.

## GENERAL ESSENTIAL FUNCTIONS

- Able to arrive consistently on time and prepared to work.
- Capable of ascending and descending stairs and ladders
- Capable of lifting and carrying up to 50 pounds
- Able to sit, stand and/or work in varied conditions for extended periods of time as needed.
- Able to clearly speak to and hear others both in person and through varied electronic communication devices.

Signatures:

I \_\_\_\_\_ have read and received a copy of my Job Description.  
(Print Name)

I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date Reviewed with Employee