



ALPINE CAMP AND CONFERENCE CENTER

RETAIL SALES TEAM MEMBER

DATE WRITTEN: 01/01/2012

STATUS: PART TIME

PURPOSE

To provide a mountain top 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 Assistant, 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.
- 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 work place.
- 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
- Possesses a valid California driver's license and a clean driving record.
- 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.