

Our Lady of the Angels Monastery in Hanceville AL

Job Description – Gift Shop Sales Clerk – Part Time

Work Group: Gift Shop of El Niño

Reports to: Gift Shop of El Niño Manager

Full or Part Time: Part Time

Paid Hourly or Salary: Hourly

FLSA: Non-Exempt

Schedule: Monday – Saturday, Variable

Job Summary

The Gift Shop Sales Clerk is responsible for providing an enjoyable and inspiring shopping experience in the Gift Shop of El Niño. This position works with fellow Gift Shop staff and customers and is highly visible and presents a friendly and helpful demeanor. The Gift Shop Sales Clerk works independently after initial instruction and is able to multi-task several requests. This position works indoors and is generally standing or walking most of the time and bending, reaching, climbing and moving heavy items some of the time. Candidates must be available to work Saturdays.

Essential Duties

- Assists Gift Shop customers with finding and purchasing items.
- Prepare merchandise for sale and keep floor inventory stocked and pleasantly displayed.
- Daily reconciliation of register drawers.
- Answer phones, and process donations.
- Keep customer and store financial information confidential.
- Prompt and consistent attendance.

Other Duties

- Stock room organization and cleaning.
- Keeps gift shop areas neat and clean at all times.
- Special projects as assigned by Gift Shop Manager.

Knowledge & Skills Requirements

- Excellent verbal and written communication skills and customer focus are required.
- General knowledge of computer programs and data input.
- Committed to upholding the mission of Our Lady of the Angels Monastery
- Able to transport up to 35 lbs.
- High School diploma (or equivalent) preferred.

Our Lady of the Angels Monastery in Hanceville Alabama is an Equal Opportunity Employer