

## **JOB DESCRIPTION**

Presbyterian Mo-Ranch Assembly  
Hunt, Texas

**JOB TITLE:** Sales Clerk  
**SUPERVISOR:** Bookstore Manager  
**DEPARTMENT:** Bookstore  
**FLSA CLASSIFICATION:** Non-Exempt  
**JOB CODE:** Regular and/or Seasonal, Full-Time and/or Part-Time

---

### **MO-RANCH MISSION STATEMENT**

*The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.*

### **SUMMARY OF RESPONSIBILITIES**

Assist in the day-to-day operation of the bookstore. Provide courteous, efficient service to customers. Assist the Bookstore Manager in creating an attractive retail environment for maximizing sales.

### **ESSENTIAL JOB FUNCTIONS**

1. Provide supervision of seasonal staff as directed by the Bookstore Manager.
2. Perform accurate and proper use of all Bookstore equipment.
3. Perform proper and accurate opening and closing procedures.
4. Unpack and price new merchandise received and display on shelves and racks.
5. Insure that merchandise and displays are kept clean, orderly, and restocked as needed.
6. Provide prompt, courteous, friendly, and helpful customer service.
7. Prepare daily, weekly, monthly and annual statistical reports as requested.
8. Assist in monitoring inventory to insure the timely reordering of merchandise.
9. This position requires regular and dependable attendance as an essential function of the job.

### **SUPPORTIVE JOB FUNCTIONS**

In addition to the performance of the essential functions, this position is required to perform a combination of supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the particular requirements of the department and of Mo-Ranch. These supportive functions may include, but are not limited to, the following:

1. Sweep floors when needed.
2. Unpack and account for merchandise/supplies received (Inventory).
3. Clean & restock merchandise.
4. Organize Stock Room.
5. Other duties as may be assigned.

## **QUALIFICATION STANDARDS**

### **Education**

1. High school graduate.
2. Must be able to speak, read, write, and understand English.

### **Experience**

1. Similar experience preferred but not necessary.
2. Good interpersonal skills, able to relate to guest needs.

### **Grooming & Uniform**

All employees must maintain a neat, clean and well-groomed appearance. Distinctive dress (uniform) must be worn at all times while on duty.

### **Physical**

Requires writing, standing, sitting, walking, repetitive motions, hearing, visual acuity, and good speaking skills. Must be able to lift, push, and carry minimum of 30 pounds without assistance. Must be able to stand for long periods of time.

### **Work Schedule**

Must be flexible with working hours to include weekends, holidays and evenings.

## **OTHER**

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

## **ACKNOWLEDGEMENT**

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

---

Employee Signature

---

Date