**BOOKSTORE WEEKDAY LEAD**

**JOB DESCRIPTION**

**Position Description**: The Bookstore Lead (sales associate) works in a retail store environment.   
The sales associate should be familiar with store inventory, duplicating of   
CDs, and store software (Point Of Sales system) to conclude sales by cash,   
check, or credit card. Weekday duties include admin tasks, customer service, receiving of inventory purchases, store set up and Tuesday store operations.   
The Bookstore Lead hours include Saturday service and may include substituting on Sunday, and assisting at special conferences and corporate events. Duties may also be added on an as needed or requested basis.

**Accountability:** The Bookstore Lead is under the supervision of the Bookstore Manager,   
receiving direction, guidance and assistance as needed. Work is evaluated   
by timeliness and quality of results achieved.

**Authority:** Exercises sound judgment in daily decisions. Consults with Bookstore   
Manager concerning project planning, any change of established policy or procedure. Receives guidance from the Bookstore Manager to ensure tasks   
are accomplished in accordance with proper procedures.

**Responsibilities:** The Bookstore Lead works independently for all routine tasks. Will close   
and reconcile cash drawers, prepare deposit and print required reports after   
each operating day.

**Internal Customer:** Serves the church staff and department leaders by assisting with special   
orders or requests of books and resources.

**External Customer**: Serves internal and external customers by providing excellent service and assistance with orders through mail, email, website and telephone requests. Customer Service focus is to develop interest, loyalty and confidence in Summit Christian Center and the ministry of Rick Godwin.

**Physical Requirements:**

* Occasionally ascend and descend staircases
* Constantly position self to stoop, kneel and crouch
* Able to extend hands and arms to complete assigned tasks
* Must be able to remain in a stationary (sitting or standing) position for an extended period of time
* Must be able to push or pull objects and carts when needed
* Must be able to move objects horizontally, from position-to-position
* Exert up to 30 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects
* Repeat movements and motions of the wrists, hands, and fingers