Retail Team

0303

Purpose: Staff the working level positions for retail sales and assistance. These include customer assistant, cashier, and cashier assistant.

Commitment Level		**Responsibilities**
Conference	1 to 2 days	Pre-Conference
Average per day	8 hours	Conference
Reports to:		**Works closely with:**
Retail Event Manager		Store Manager Retail Team

Responsibilities pre-Conference:

1. **Help recruit volunteers**.
2. Pray for conference.

Responsibilities during Conference:

1. All – Familiarize yourself with the store, store products and prices.
2. **Cashier** - Enter customer sales in register (efficiently and correctly).
3. **Cashier Assistant** – Bag merchandise at Point of Sale.
4. **Customer Service**
   - Assist customers with products (sizes, location, color, etc.).
   - Ensure displays are organized and "shopable".
   - Help keep the store clean and neat (break down card board boxes, remove trash and boxes).
   - Notify Store Manager of any labeling/price discrepancies.
   - Restock merchandise as necessary.

Note: Store Manager or Retail Event Manager must authorize refunds, returns, and exchanges.

Last shift assists with inventory, packing of product and palletizing.