girl scouts
heart of michigan

Job Title:	Substitute Retail Sales Clerk	**Reports To:**	Retail Sales Specialist/Regional Manager
Department/Group:	Retail Sales	**Job Code/ Req#:**	79330
Location:	MI – All Regions	**Travel Required:**	No
Level/Salary Range:	$7.40/hour	**Position Type:**	As needed, non-exempt
HR Contact:	Ashleigh Crisp Hobart	**Date posted:**	October 30, 2012
Will Train Applicant(s):	Yes	**Posting Expires:**	When position is filled

Applications Accepted By:

FAX OR E-MAIL:	**MAIL:**
(269)492-1439 or hr@gshom.org Subject Line: Substitute Retail Sales Clerk – List Region **Attention:** HR Department	HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008

Job Description

POSITION OVERVIEW

Girl Scouts Heart of Michigan is seeking a substitute retail sales clerk that will be on call to help cover the retail shops during regional staff meetings, all staff meetings, and when there is coverage shortage.

ROLE AND RESPONSIBILITIES

1. Substitute retail assistance needed in all regional centers: Ann Arbor, Jackson, Kalamazoo, Lansing, Saginaw, and Turkeyville
2. Provide excellent customer service to volunteers and customers
3. Must maintain a positive, professional attitude at all times and establish a great rapport with customers while processing their orders
4. Comfortable and experienced working in a computerized environment
5. Accept payment and make change
6. Keep the store clean and orderly
7. Answer customer and volunteer questions about Girl Scouting
8. Answer multi-line phone and transfer to appropriate staff member
9. Complete other tasks as assigned by Retail Sales Specialist

Qualifications

- Prior retail and non-profit experience preferred
- Ability to read and interpret documents such as department manual
- Possess excellent math and oral communication skills
- Able to work in a team environment
- Willing to become a member of the Girl Scouts of USA
- Work well with all levels of volunteers/staff
- Must be able to work with minimum supervision under stressful conditions

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WORK SCHEDULE

- Third Thursday of every month to cover all staff meeting in the AM
- On call for coverage shortage
- Coverage of quarterly council-wide staff meetings

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.