



## Job Description

**Position Title:** Montreat Store Sales Associate

**Effective:** August 2025

**Reports to:** Store Manager; Manager's delegate

**Supervises:** N/A

**Status:** Hourly; Non-exempt

**Work Schedule:** Part-time (approx. 20 hours/week; shifts are 11:30am-5:30pm or 9:30am-3:30pm; weekend availability)

**Essential Functions:** Sales associates at The Montreat Store maximize opportunities to offer excellent customer service and sell merchandise - all with the goal of outstanding hospitality in mind. Mastery in point of sale, cash handling, stock-related tasks, and open/close procedures are expected once onboarded. Independent application of skills, teamwork, and a self-starter attitude are essential to this role.

### Essential Duties:

- Work with customers to build trust and ensure communication about The Montreat Store and Montreat Conference Center. Associates will work to maximize opportunities in selling products and services of the store and Montreat Conference Center.
- Assist customers with locating items, ringing up sales in the POS system, and/or bagging merchandise.
- Operate the cash register, credit card machine, and other tools needed to assist customers with purchasing items in The Montreat Store.
- Assist in floor moves, merchandising, display maintenance, and housekeeping.
- Assist in processing and replenishing merchandise and monitoring floor stock.
- Assist with store marketing as needed.
- Communicate customer requests and needs to management.
- Assist in checking in and pricing items. Assist in price changes as needed.
- Participate in inventory and cycle counts.
- Assist with organizing the stock room.
- Other duties as assigned.

### Requirements:

*Education:* High school graduate or equivalent.

*Experience:* At least one year of service in retail, customer service, or a related field.

*Physical Requirements:* This position requires the ability to remain in a stationary standing position for extended periods while performing job duties. The employee must be able to move and position materials weighing up to 20 lb.

**Competencies:**

- Work well independently and meet deadlines.
- Communicate effectively.
- Plan and prepare for assigned tasks.
- Follow directions and work cooperatively with others. Teamwork is essential.
- Exhibit fine attention to detail.
- Use critical thinking and resources to solve problems.

*It is the policy of the MRA dba Montreat Conference Center that it will not discriminate in employment policy and practices and will promote equality of opportunity in all aspects of employment. All employment policies and practices will be administered without discrimination based on race, color, creed, religious affiliation (except where religious affiliation is determined to be a bona fide occupational qualification), national origin, sex (including pregnancy, gender identity, transgender status, and sexual orientation), age, marital status, disability, genetic information, veteran status, or other characteristics protected by applicable law.*

Employee Signature:

Date:

Supervisor Signature:

Date: