



Lynden Christian Schools

“Linking head and heart, home and school, child and God”

POSITION TITLE: High School Sales Floor Store Help

REPORTS TO: Store Manager and/or supervisor

WORKS WITH: Store Manager, staff and volunteers of the store

HOURS: 6 hours per week and on Saturdays as determined by supervisor

POSITION PURPOSE: In supporting the mission and philosophy of LCS, to assist store staff in customer service

QUALIFICATIONS:

CHARACTER PROFILE:

- Model a commitment to the Lord Jesus Christ, to Christian Education, and to the mission of Lynden Christian.
- Commitment to learning and growth
- Listen and follow authority

KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent interactive skills with public (meeting and approaching people)
- Problem-solving skills
- Ability to organize effectively and work independently and in a team setting
- Able to make decisions with minimum supervision
- Have a positive, friendly attitude
- Personable and approachable
- “Can do” and “yes” attitude
- Maintain confidentiality
- Hard worker

RESPONSIBILITIES:

The responsibilities of the successful candidate will include, but are not limited to:

1. IN STORE DUTIES

- Assist with front end duties as assigned
- Tidy dressing rooms, organize clothing racks and front end



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- Light cleaning to include sweeping, glass, mirrors, and vacuuming
- Help with clerks as needed
- Assist customers with questions

2. OTHER

- Follow all store policies fairly.
- Any special requests must go through Store Manager.
- Willing to work with other staff and volunteers

3. CUSTOMER SERVICE

- Be courteous and helpful