

Workforce Role Description

Corporation of the President (COP)
Corporation of the Presiding Bishop (CPB)

General Workforce Requirements:

- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Job Title	Job Code	Grade Level	Approval Date
Sales Clerk	4096	CSM	9/28/10

Purposes

Incumbents provide high quality customer service which routinely requires product knowledge to assist customers. Responds to customer questions regarding curriculum, proper fitting of clothing or issues of similar complexity. Incumbents possess cashiering skills coupled with product knowledge acquired on the job. Product knowledge is generally acquired during a brief learning period of approximately one to three months. As new products are added to inventory, incumbents are expected to develop understanding of contents and/or properties to adequately serve customers. May provide personal-fitting services to patrons at Beehive Clothing Distribution Centers. May perform some housekeeping duties to ensure the facility, equipment and storage areas are in good condition.

Responsibilities

Incumbents provide high quality customer service which routinely requires product knowledge to assist customers. Responds to customer questions regarding curriculum, proper fitting of clothing or issues of similar complexity. Incumbents possess cashiering skills coupled with product knowledge acquired on the job. Product knowledge is generally acquired during a brief learning period of approximately one to three months. As new products are added to inventory, incumbents are expected to develop understanding of contents and/or properties to adequately serve customers. May provide personal-fitting services to patrons at Clothing Distribution Centers. May perform some housekeeping duties to ensure the facility, equipment and storage areas are in good condition.

Qualifications

High School Education or equivalent. Retail Sales and Customer Service experience. Good communication and people skills. Basic Math and Computer skills preferred. BFOQ - Must be endowed female with current temple recommend if working in Beehive Clothing Distribution Store. Work as scheduled and needed. Must be familiar with Six Sigma or continuous improvement practices or be willing to attend training in the first year of employment to better understand these principles.