

Federal Work Study Position Job Description

Position Title:

Student Assistant- Retail Assistant Manager/Salesclerk

Location:

The Sunnyside Neighborhood Association of Flagstaff, Inc., Market of Dreams/Mercado de los Sueños

Position Summary:

Performs a variety of routine daily retail store duties and retail store activities at the Market of Dreams/Mercado de los Sueños.

Under the supervision of the Retail Store Manager or Program Director/Coordinator, employee will work with an additional Market/Mercado member and sometimes work independently as duties of a routine nature are mastered, following prescribed procedures. The Market of Dreams/Mercado de los Sueños is a program of the Sunnyside Neighborhood Association of Flagstaff, Inc.

Essential Duties:

- Provide excellent customer service to both internal and external customers.
- Accurately balance cash drawer at the beginning of shift and at the end of the shift.
- Accurately allocate sale(s) to a specific member number by scanning tags, removing tags and placing tags in corresponding envelope for the day.
- Provide information to potential Market/Mercado members by handing out informational packets and writing down contact information for follow-up by Market/Mercado Director or Recruitment Committee member.
- Wear apron and name tag throughout the shift.
- Accurately check in and check out member inventory and file in corresponding active member files.
- Perform general custodial duties such as sweeping, mopping, dusting, emptying garbage containers, replace empty toilet paper roll holders and empty paper towel holders, cleaning glass and windows (inside only), and taking garbage bag outside to dumpster.
- Ensure that Community Supported Agriculture product is taken out of refrigerator and properly displayed, sprayed with water throughout the

shift, and at the end of the shift put away in refrigerator to ensure freshness and reduce spoilage.

- Ensure that baked goods are properly displayed, rotate product to ensure freshness and put away in refrigerator at closing time.
- Maintain register area free of clutter and garbage.
- Attend staff meetings as scheduled.
- Regular attendance is an essential function of this job to ensure continuity.

Knowledge, Skills and Abilities:

- Possesses accurate arithmetic, reading and filing skills.
- Demonstrates ability to work with accuracy and attention to detail.
- Ability to lift light to moderate heavy items such as member inventory and custodial equipment.
- Ability to establish and maintain effective working relationships with fellow employees and Market/Mercado Members.
- Ability to work with a diverse group of Market/Mercado members, customers and staff.

Minimum Qualifications:

- Must be eligible for Federal Work Study through CCC
- Demonstrate successfully the ability to meet the required knowledge, skills and abilities.