



**APOSTOLIC ASSEMBLY
OF THE FAITH IN CHRIST JESUS**

APOSTOLIC ASSEMBLY CORPORATE OFFICE JOB POSTING

OPEN POSITION

Bookstore Clerk

POSITION TYPE

Full-Time, Non-Exempt

40 hours per week (Monday – Friday)

PAY RANGE

\$16.90 - \$23.95 per hour, pay commensurate with experience and qualifications

BENEFITS & COMPENSTATION

The Apostolic Assembly offers full-time employees a competitive benefit and compensation package which includes:

- Paid Time Off
- Personal Days
- Sick Leave
- Paid Holidays
- Comprehensive Health Benefits including:
 - Medical
 - Dental
 - Vision
 - Life Insurance
- 403B Retirement Plan
- And much more!

LOCATION

Fontana, California – Apostolic Assembly Corporate Office

***This is NOT a remote position. Candidate must have reliable transportation and able to work onsite at the designated workplace.**

DESCRIPTION OF RESPONSIBILITIES

Under the direction of the Secretary of Christian Education, and the supervision of the Administrator of the Department of Christian Education, the Bookstore Clerk is responsible for performing a variety of duties relating to cash sales, credit card purchases, reordering, invoicing, stocking and pricing of merchandise in the Bookstore. The Bookstore Clerk handles refunds for returned items and purchases according to guidelines; does related work as required.



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Work requires considerable customer relations skills and handling large amounts of cash. Physical strength and agility are required to lift and stock merchandise.

Positions may require the ability to work occasional evenings and weekends.

REQUIRED EXPERIENCE

Six months to one year of previous retail experience which included serving the public and operating a cash register is required.

Bookstore and/or librarian experience is preferred, but not required.

REQUIRED SKILLS

- Bilingual in Spanish and English; able to read, write, and verbally communicate fluently in both languages
- Knowledge of and skill in applying the principles of retail sales including pricing, reordering, stocking and ensuring customer satisfaction with merchandise.
- Knowledge of the line of merchandise sold in the Bookstore.
- Ability to learn and apply Bookstore policies and procedures as they relate to the position.
- Ability to apply the product knowledge gained to meet the customer's needs.
- Ability to keep accurate sales and inventory records.
- Ability to process inter-departmental and student charges.
- Ability to present a positive attitude about the products sold in the Bookstore.
- Ability to communicate effectively orally.
- Ability to operate ten-key calculator, pricing applicator, telephone, electronic cash register, microcomputer, printer, copy machine, helium tank, charge card systems and typewriter.
- Ability to enter data into computer system.
- Ability to maintain confidentiality.
- Ability to carry out store closing procedures during rush periods.
- Ability to work occasional evenings and weekends.
- Ability to work safely.

HOW TO APPLY

- **Internal Applicants**
 - Complete an application and submit it to Human Resources. Provide a copy of your resume.
- **External Applicants**
 - Visit our website (www.aaofcj.com) and click Employment Opportunities
 - Download the online application



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- Submit a copy of your resume, completed application, and two reference letters to Human Resources Manager, Gabriel Gonzalez, at ggonzalez@apostolicassembly.org.

All applicants will receive an acknowledgement that their application has been received within 72 business hours. Those candidates selected for further consideration will be contacted and invited to interview for this position.

CLOSING DATE

Until Filled

EQUAL OPPORTUNITY STATEMENT

The Apostolic Assembly of the Faith in Christ Jesus is committed to providing equal employment opportunities and maintaining a workplace characterized by dignity, respect, and fairness. We make employment decisions based on qualifications, experience, performance, and the needs of the ministry, while complying with all applicable federal, state, and local employment laws. As a nonprofit religious corporation and church, the Apostolic Assembly exercises the rights and exemptions afforded to religious organizations under applicable law, including, but not limited to, Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act (Government Code sections 12926 and 12940), and other applicable constitutional and statutory protections. Accordingly, where permitted by law, the Apostolic Assembly reserves the right to employ individuals who support and uphold its sincerely held religious beliefs, doctrines, standards of conduct, and mission, and to make employment decisions consistent with its religious tenets and ministerial responsibilities.

**Please submit any questions about this position to ggonzalez@apostolicassembly.org.*