



**Job Title:** Viking Store Assistant  
**Reports to:** Viking Store Manager  
**Work Schedule:** 16-24 hours (2-3 days) per week;  
7:45AM-3:30PM during school year

**Date Posted:** January 2022  
**Start Date:** February 2022  
**Status:** Part time

#### **ABOUT FPD**

First Presbyterian Day School (FPD) is a 3K-12<sup>th</sup> grade Christ centered, college preparatory independent school located in Macon, Georgia which exists to educate and equip children to change the world for God's glory.

#### **ABOUT THE ROLE**

Provide assistance to the Viking Store Manager according to assigned responsibilities.

- Greet and assist guests in a friendly, hospitable, and efficient manner
- Remain knowledgeable about and answer questions related to merchandise, sales, promotions, and store policy
- Provide recommendations based on customer's stated preferences, needs and desires
- Create a warm and cozy atmosphere for our guests in accordance with the vision of the school by acting in a welcoming and approachable manner during customer interactions
- Operate a cash register and perform related tasks, including cash handling, credit card processing and opening and closing of the register when on the first or last shift of the day
- Straighten, arrange, and stock merchandise, maintain shelving areas as directed by management and participate in the designing of displays in windows and on tables
- Locate merchandise for customers, placing special orders to find desired items if necessary
- Handle refunds, returns, and exchanges with a focus on timeliness and customer service
- Occasionally work retail booth/trailer at various school functions after business hours or on weekends
- Conduct inventory, including uploading new inventory to online store

#### **REQUIRED QUALIFICATIONS**

- Friendly, outgoing demeanor with a strong commitment to customer service
- Meet with public tactfully and courteously
- Operate cash register
- Perform physical labor including the ability to lift and carry heavy merchandise

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The majority of work will be performed in the Viking Store. The person in this role is regularly required to stand and walk for extended periods of time, may be required to lift up to 50lbs when moving and unboxing merchandise, and will also be required to bend, stoop and climb a step ladder.

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