



# Powell's Books CHICAGO

**Position:** SALES

**Location:** 1501 E 57<sup>th</sup> St

**Supervisor:** Store Manager/Asst Manager

**Supervises:** N/A

**FLSA:** Hourly

**Classification:** Part-time

**Weekend and holiday hours required**

**Basic Function:**

Assist in the day-to-day functioning of the Hyde Park store.

**Qualifications:**

Bachelor's degree and previous retail or related experience preferred.

**Must:**

- have a strong interest in/knowledge of reading, writing, authors, books & current events
- be personable and able to interact with the public
- be able to be supervised as well as work independently
- be reliable, accountable and PRESENT

**Responsibilities:**

1. Assist customers-in person and over the phone
2. Ring sales; handle cash at POS
3. Shelve LOTS of books!
4. Complete end of shift accounting
5. Develop knowledge of what's in the store
6. Perform general store cleaning/upkeep
7. Assist with the security of the store when open; activate alarm at closing
8. Follow all policies and procedures
9. Complete other assignments as directed by the manager, assistant manager or owner

**Environment:**

Requires regular phone and computer use. Must be able to lift 30 lb. boxes. Multi-level work area; lower level not accessible to mobility impaired. Travel to off-site locations may be necessary.

**Disclaimer:**

The statements outlined above are intended to describe the general nature and level of work necessary for those hired to this position. They are not meant to be construed as an exhaustive list of all responsibilities, duties and skills required.