

approved

**STUDENT LABOR POSITION DESCRIPTION**  
**Boone Tavern Gift Shop/Log House Craft Gallery**  
Most Recently Updated 03/11/99

Position Title: Student Sales Associate  
Must work 10 hrs/wk.

**I. Grade Level: 2**

**II. Description:**

- A. The following are the essential duties for a Sales Associate in the Boone Tavern Gift Shop/Log House Craft Gallery:
1. Greet incoming public and answer questions about products sold.
  2. Handle cash sales.
  3. Assist with display set-up and stocking.
  4. Assist with inventory and supply.
  5. Perform custodial work to help maintain a very neat and clean environment.
  6. Acquire more thorough knowledge of Berea, Berea College and Craft Program.
  7. Give tours of Student Craft Program departments.
  8. Perform clerical duties related to the operation of the shop.
  9. Learn bookkeeping involved in maintaining the sales operation (cash sales records, bank deposits, daily sales totals, purchasing accounts, etc.).
  10. Help train Grade 1 employees.
  11. Begin to take on responsibilities for the overall running of the gift shop.
  12. Perform other job-related duties as assigned.
- A. The following are *possible additional* duties for this position:  
None beyond those described as essential above.

**III. Learning Opportunities:**

- A. Develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- B. Tourguiding.
- C. Understanding of Student Crafts program.
- D. Importance of customer relations.
- E. Good phone manners and contact.
- F. How to run a register.
- G. All aspects of inventorying.
- H. General understanding of the handcraft tradition, including meeting with artists who produce crafts.
- I. Understanding of what makes a good display.
- J. Marketing techniques through display creation and other sales.
- K. Learn to train others.

L. Learn beginning bookkeeping and responsibilities.

**IV. Basic Qualifications:**

- A. General: Neat in appearance, dependable, courteous, punctual. Ability to keep confidential information, for example credit card information, confidential. Willingness to assume increasing amounts of responsibility.
- B. Skill: Some knowledge of how to handle money and some skill with computers.

**IV. Basic Qualifications (cont.):**

- C. Physical: Normal health.
- D. Academic: Good academic standing.

**V. Desirable Qualifications:**

- A. Prior retail experience, cash register experience, customer service experience.

**VI. Narrative Summary:** Student greeted customers, answered product-related questions, handled cash sales, maintained confidential customer information, helped create displays, assisted with inventory and supplying, and helped to keep office clean and neat. Student gave clerical support to running the gift shop, and learned and used basic sales bookkeeping. Student also learned in more depth about College and College crafts program, and gave tours of crafts program departments. Student helped to train more junior employees, and began to take on shop running.