

Jones County ABC Board Job Opening-

PART-TIME SALES ASSOCIATE

A part-time sales associate works under the direction of the ABC General Manager with minimal supervision.

EDUCATION AND EXPERIENCE: High school graduate or possess a high school equivalency (GED)

DUTIES for part-time sales associate include, but are not limited to, **the following and as determined by the Board or General Manager:**

- Sells to the customer by ringing merchandise at the computer and bagging the product;
- Offers assistance to shoppers in locating product or with product information;
- Enforces laws and regulations regarding the sale to minors, intoxicated persons, and quantity limitations;
- Stocks shelves and assists with inventories;
- Makes sure shelves have updated prices;
- Helps with the receipt of shipment from the central warehouse and product transfers to other stores;
- Balances cash and credit card sales and posts to appropriate forms; also, handles daily deposits;
- If applicable, assists with the processing of mixed beverage orders and pickup of same;
- Is knowledgeable of store machinery and equipment;
- Assumes responsibility for janitorial duties at store level including dusting merchandise and shelves, vacuuming, sweeping, mopping, waxing and buffing floors, cleaning bathrooms, windows and doors, emptying trash, and maintaining clean parking lot;
- One must be accurate and responsible in handling cash and credit card sales and also in operating sales equipment. One must also be physically able to perform heavy lifting, bending, and stooping.

EQUAL OPPORTUNITY EMPLOYEMENT It is the policy of Jones County ABC system that all persons are entitled to equal opportunity employment and that no employee or applicant for employment will be discriminated against because of race, color, sex, national origin, political affiliation, or age.

Please return completed applications to 110 S. Herritage St. Kinston, NC 28501