

RESOURCE CENTER CLERK

Responsibility To: Resource Center Coordinator

Job Description:

Purpose: To provide help and service in the resources center which provides products for personal, small group and corporate needs.

Tasks:

1. Responsible to open and close the Resource Center.
This includes:
 - a) Getting and returning the cash box.
 - b) Counting and recording the daily cash and receipts.
2. Operation of Resource Center
 - a) Responsible to have knowledge of pricing policy for all products in Resource Center.
 - b) Responsible to be able to receive money and give change to customers.
 - c) Responsible for courteous service as a clerk.
 - d) Responsible to maintain daily operation log of all transactions.
 - e) Responsible to learn about the various products available in the Resource Center.
3. Duplication of Service CDs
 - a) Responsible for obtaining the master tape copy from the sound technician immediately after the service ends.
 - b) Responsible for duplicating service CDs on request, at NO COST, for each of that service's ministry workers.
 - c) Responsible for duplicating a service CDs at NO COST, for any guest speaker/minister.
 - d) Responsible for duplicating service CDs at COST, for anyone on request.

Time Required: 2 hours per week, when scheduled

Length of Service: 1 year, renewable

Qualifications & Skills Required:

1. A heart for worshiping God.
2. Must have financial trustworthiness and the ability to count and record money.
3. Desire to learn about the various products available in the Resource Center.
4. Must have commitment to a local church small group.

Training:

1. OJT, conferences, books, and CDs relating to job function.

Support: small group, Resource Center Coordinator, Worship Pastor available for individual needs with an appointment.