

# *Employment Opportunity*

- POSITION: SALES ASSOCIATES (CAJUN'S) Part time
- TERM: September 2024 – May 2025
- RATE OF PAY: \$15.20/hr. (plus 4% Vacation Pay)
- DUTIES: As the attendant for Cajun's, duties include, but are not limited to, retail sales, adhering to store opening and closing procedures, initiating, and completing assigned tasks; handling cash and making deposits, merchandising, stocking, pricing, promoting store and store merchandise to customers. Refer to position description for details.
- TRAINING: Consists of mandatory job orientation at commencement of the work term plus periodic training seminars and mandatory staff meetings throughout the year.
- Must be available for paid staff training commencing Wednesday August 28 2024.**
- PREREQUISITES: Strong customer service, cash handling, organizational, time management, and communication skills; ability to respond creatively to pressure; unique promotional skills. Must be able to work alone and independently. Previous retail sales experience is considered an asset. Must comply with the ASU's Academic Standards Policy.
- HOURS: Part Time during academic year. Hours are scheduled. Expect approximately 5-15 hours per week. Evening and weekend work is required.
- TO APPLY: **Submit cover letter, resume, and a copy of your class schedule to:**  
**Michael Sutherland, Manager Retail Services**  
**michael.sutherland@acadiau.ca**  
Only those selected for an interview will be contacted.
- DEADLINE: April 5/24 @ 4:00 PM

*The Acadia Students' Union believes in employment equity and the values a diverse and inclusive workplace, which we believe enriches the work environment.*

*We encourage qualified applications from all diverse communities and traditions including, but not limited to, Indigenous peoples, persons with a disability, racially visible persons, female-identified persons, persons of minority sexual orientations and gender identities, different nationalities, cultures or religions, and all candidates who would contribute to the diversity of our community.*

*We strive to use hiring practices that are inclusive to all candidates to ensure equal access to positions. If there are any accommodations you require please contact us and we would be happy to accommodate, where able.*

*We thank all applicants in advance and advise that only those invited for an interview will be contacted. The ASU reserves the right not to fill any position that may be posted.*

**Please note that should a position become available during this time resumes may be considered to fulfill staffing needs.**  
***THIS IS AN ACADIA STUDENTS' UNION EMPLOYMENT OPPORTUNITY***

# CAJUN'S SALES ASSOCIATE

## ***I. General Responsibility:***

While on duty work to ensure the efficient functioning of Cajun's clothing store. The Sales Associate reports to the Manager, Retail Services, by way of the Assistant Manager, Retail.

## ***II. Specific:***

### **(1) Cajun's**

- (a) To open or close Cajun's when assigned and service customers, including, but not limited to sale of clothing, giftware, Grad Rings, and the accurate dissemination of information.
- (b) To interact with customers of Cajun's to promote its services and measure customer satisfaction.
- (c) To handle cash and prepare balanced deposits in a responsible manner.
- (d) To ensure that Cajuns is kept clean and orderly, including, but not limited to vacuuming, dusting, steaming, sweeping, mopping, emptying garbage, and recycling.
- (e) To record phone messages properly on a regular basis.
- (f) To report any operational inefficiencies to the Manager.
- (g) Receive and price merchandise.
- (h) Stock shelves and create merchandise displays.
- (i) Straighten, stock, and resize shelves and displays.
- (j) Maintain the stock room in a clean and organized manner, including regularly re-stocking the store with stock room inventory.
- (k) Advise the Manager of operational and stationary supply needs within the store.
- (l) To participate in annual inventory at year end (end of March)
- (m) Available to be scheduled to work external events including but not limited to the ASU Christmas Craft Expo.
- (n) Fill on-line orders and prepare for shipping.

### **(2) Miscellaneous**

- (a) To promote the services of Cajun's to the public.
- (b) The Sales Associate may, from time to time, be assigned duties other than those listed above.