

Employment Opportunity

- POSITION: UNION MARKET SALES ASSOCIATE (PT)
- TERM: September 2024 – April 2025
- RATE OF PAY: \$15.20/hr. (plus 4% vacation pay)
- DUTIES: Working as the attendant at Union Market convenience store during scheduled shifts; duties include, but are not limited to, retail sales, adhering to store opening and closing procedures, handling cash and making deposits, merchandising, stocking, pricing, answering phone calls, handling and dispersing of student mail, and promoting store and store merchandise to customers.
- TRAINING: Consists of mandatory job orientation at commencement of the work term plus periodic training seminars and staff meetings throughout the year.
- Must be available for paid staff training starting Wed Aug 28th 2024**
- PREREQUISITES: Strong customer service, cash handling, organizational, time management, and communication skills; ability to respond creatively to pressure; in a sale focused environment. Ability to work alone and independently. Previous retail service experience is considered an asset. Sessional GPA of 2.00 or above.
- HOURS: Part Time during academic year. Hours are scheduled. Expect approximately 5-10 hours per week. Evening and weekend work is required.
- TO APPLY: **Submit cover letter, resume, and class schedule in one to:**
Michael Sutherland, Manager Retail Services
michael.sutherland@acadiau.ca
Only those selected for an interview will be contacted.
- DEADLINE: April 5th @ 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**

UNION MARKET SALES ATTENDANT

I. General Responsibility:

While on duty work to ensure the efficient functioning of Union Market convenience store. The Sales Attendant reports to the Retail Services Manager by way of the Assistant Retail Manager.

II. Specific:

(1) Union Market

- (a) To open or close Union Market when assigned and service customers, including (but not limited to) sale of food, merchandise, sundry items, and the accurate dissemination of information.
- (b) To interact with customers of Union Market to promote its services and measure customer satisfaction.
- (c) To handle cash and prepare balanced deposits in a responsible manner.
- (d) To ensure that Union Market is kept clean and orderly, including (but not limited to) dusting, 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) Handle incoming and outgoing mail/courier deliveries.
- (k) To participate in annual year-end inventory counts.

(2) Report

The Union Market Sales Associate must report on the activities which occurred during a shift. This report should include:

- (a) An evaluation of the shift.
- (b) A checklist of completed assigned work tasks.
- (c) A summary of any problems which may have occurred, and the steps taken to resolve them.
- (d) The completion of a sales summary report.
- (e) Submit invoices for any product(s) they may have received from vendors during their shift. These invoices must be employee signed, acknowledging that the product on the invoice matches what was received (accuracy).

(3) Miscellaneous

- (a) To promote the services of Union Market to the general public.
- (b) The Sales Attendant may, from time to time, be assigned duties other than those listed above.