

**JOB/POSITION TITLE: GIFT SHOP ASSOCIATE (PART-TIME)**

Gift Shop Location: Flowood & Ridgeland
Date Posted: April 3, 2025
Reports To: Retail Manager
Status: Part-time Position

Resumes may be sent to our Retail Manager, Emma Stanteen, at emma@mustardseedms.org, or uploaded online after completing a Preliminary Job Application found on our website at mustardseedms.org.

SUMMARY

The Gift Shop Associate will help promote all aspects of The Mustard Seed including but not limited to greeting customers, responding to questions, improving engagement with merchandise along with knowing the story behind our Seedsters and The Mustard Seed. The Gift Shop Associate must be excited about selling and assisting our shoppers' needs. Associates must promote a high level of customer service by ensuring customers are assisted in an enthusiastic, timely, and knowledgeable manner. The Gift Shop Associate is responsible for working with marketing and selling items for the Gift Shop.

JOB RESPONSIBILITIES

- Enthusiastic, friendly, and energetic with a genuine desire to provide outstanding service
- Ability to multi-task while being attentive to customers and remaining flexible to the needs of the business
- Operating cash register, managing financial transactions, and balancing the cash drawer
- Directing customers to merchandise within the store
- Knowledge of products and The Mustard Seed's mission and history, as well as knowledge of the Seedsters
- Maintaining an orderly and tidy appearance throughout the sales floor
- Ability to work as part of a team and take initiative independent of direct supervision
- Assist customers with ceramic purchases and gift wrapping
- Available to work a variety of hours, which would include working Gift Shop on First or Second Saturday of each month in addition to other Saturdays through Spring and Holidays
- Any other duties and tasks set forth by the Retail Manager

POSITION QUALIFICATIONS

- Excellent communication skills are absolutely necessary
- Familiar with working retail
- Physical demands: This position involves constant moving, talking, listening, reaching, grabbing, and standing for at least three consecutive hours. Occasionally involves stooping, kneeling, crouching, and climbing ladders
- Energetic and creative attitude with a strong customer-service orientation; enthusiasm for the mission of The Mustard Seed, and willingness to fully contribute to a team-oriented, fast-paced organization
- Follow Gift Shop's housekeeping, maintenance standards, and procedures

The Mustard Seed seeks to meet the spiritual, physical, emotional, and intellectual needs of adults with developmental disabilities by providing a loving and protected Christian community with meaningful activities that allow the participants to fulfill the potential that God has created within them.