



Jewish Community Center of Greater Albuquerque SERP Store Support Clerk

The Jewish Community Center of Greater Albuquerque, JCC, has an exciting opportunity for an SERP Store Support Clerk. This position reports to the SERP Director. The Sandia Employee Recreation Program (SERP) Store Support Clerk assists with the daily operations of the employee recreation store and program area. If you'd like to work for a dynamic, professional, community and family-oriented organization and you meet the job requirements noted below, we'd like to hear from you.

Key Responsibilities

- Greet and assist customers with questions, product information, and purchases.
- Operate the cash register and process transactions accurately.
- Stock shelves and ensure merchandise is properly displayed.
- Maintain store cleanliness and organization.
- Monitor inventory levels and restock products when needed.
- Assist with receiving and unpacking shipments.
- Follow company policies, safety procedures, and store guidelines.
- Handle customer concerns or direct them to a supervisor when necessary.
- Support team members to ensure smooth store operations.
- All other duties assigned by SERP Director

Required Qualifications

- High school diploma or equivalent preferred.
- Strong customer service and communication skills.
- Ability to work in a fast-paced retail environment.
- Basic math and cash-handling skills.
- Ability to work flexible hours, including evenings, weekends, and holidays.

The JCC is an Equal Opportunity Employer and fully complies with all Federal, State and Local Laws.

This job description has been approved by all levels of management.

Employee signature below constitutes employee's understanding of the requirements, essential skills and qualifications of the position.

Signatures

Employee _____ Date _____

Manager _____