BLIND INDUSTRIES AND SERVICES OF MARYLAND

POSITION POSTING

**Date Posted: 05/21/2018**

**Last Date to bid: 05/24/2018**

**Requested start date: ASAP**

**Position Title: Retail Associate**

**Department: AbilityOne Base Supply Center (Joint Base Anacostia-Bolling, Washington, DC)**

**Hiring Manager: Tim Hammett**

**Salary: Pay Band A: $12.50\*- $13.25**

**\*DC Minimum Wage**

**Number: 1 Position Available**

**Schedule: Monday-Friday, (7:30 AM to 4:30pm)**

**\*Attendance Requirement:\***

**Must Be Able to Obtain a 100% Attendance for All Scheduled Hours.**

**The company will not pay relocation expenses.**

**Essential Position Functions:**

**(Other duties may be assigned)**

**1. Greet customers.**

**2. Provide customer assistance in product selection.**

**3. Be knowledgeable of promotional offerings.**

**4. Use a Point of Sale System to ring up purchases and make accurate transactions.**

**5. Bag purchases and provide receipts.**

**6. Accept/Handle orders and/or special order requests.**

**7. Stock Shelves.**

**8. Maintain cleanliness of store.**

**Qualifications:**

**1. Must possess excellent communication and customer service skills.**

**2. Possess basic math computation skills.**

**3. Must be proficient in keyboards, computers and inventory equipment.**

**4. Must operate a point-of-sales system.**

**5. May routinely lift heavy objects up to 50 pounds.**

**Some positions require qualified candidates to pass a background investigation at Blind Industries and Services of Maryland’s expense.**

Candidates must complete the position bidding form, take it to their current manager and have him/her complete the recommendation section, then give the form to the hiring manager.

**E.E.O. M/F/D/V**

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