



## VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: **05-12**

**Position:** Sales Associate/Cashier  
NF 2091-01

**Open:** 27 Jan 2012

\$9.50-\$10.00/hour (Based on experience)

**Close:** 10 Feb 2012

**Location:** Marine Corps Community Services, Headquarters and Service Battalion,  
Headquarters Marine Corps, Henderson Hall, Arlington, VA 22214-5003

**Department:** Marine Corps Exchange (MCX) – Shoes

**Type of Appointment:** Regular Full-Time (35-40 hours/week)

**Tour of Duty:** Flexible rotating schedule (opening/closing shifts); weekends are required. Schedule may be changed based on business requirements.

**Area of Consideration:** All Sources.

**Description of Duties:** Assists and serves customers with location, selection and purchase of merchandise with an emphasis on customer courtesy. Responsible for merchandising, display, and appearance of assigned area(s). Ensures items are properly marked. Accepts sales and operates cash register. Checks merchandise, rings sales on cash register, receives payments, makes change, bags or wraps merchandise and completes related sales records. Prepares written sales slips as appropriate. Verifies personal checks and credit cards. Responsible for assigned change fund. Assists in inventories, ensures proper accountability and security of assigned area(s). Advises supervisor of damages, out-of-stock and/or slow-moving merchandise. Performs procedures to complete shelf labeling, ticketing, markdowns and inventory control. Sets up for sales events by displaying signage, allocating space and tracking inventory. Follows up merchandising of area of responsibility to ensure Marine Corps Exchange standards are met. May monitor dressing rooms. May perform general housekeeping duties such as cleaning or dusting fixtures and merchandise. May sort and replenish merchandise. Relays information on customer needs and stock level of merchandise. May maintain preferred customer list and notify customers of new merchandise. Provides superior customer service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. Takes action to solve problems quickly. Alerts the supervisor or proper point of contact for help when problems arise. Adheres to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Performs other related duties as assigned.

**Evaluation Criteria:** Applicants who meet basic qualifications will be evaluated and ranked in relative order based on the following job related skills, knowledge, and abilities:

Six months of related experience preferred. Ability to operate, or learn to operate, a cash register. Knowledge of basic math. This is a mixed position where the incumbent must be able to lift and carry objects up to 45lbs independently and objects over 45lbs with assistance.

Applicants will also be rated on the extent and quality of the total experience, education, training and personal qualifications on their applications.

**How to Apply:** Interested applicants may submit their applications or resumes to the HR Officer at the above address or e-mail [hendersonhall.vacancies@usmc-mccs.org](mailto:hendersonhall.vacancies@usmc-mccs.org). Fax: (703) 979-3648. They may call (703) 979-8420, extension 306, for further information.

Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a written request/statement and attach a copy of sponsor's Permanent Change of Station (PCS) orders. Effective 7 October 2004, Spousal Preference applicants hired in a flexible position will not lose their spousal preference eligibility until movement or hired into a regular Full-Time or Part-Time position. Involuntarily separated members of the armed forces and eligible family members applying through the Transition Assistance Program must submit a written request/statement and present ID card with "TA" stamped in red on front of card.

As part of the employment process, MCCS may obtain a Criminal Record Check and/or an investigative Consumer Report. Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization.

MCCS is a drug-free workplace. The use of illegal drugs by MCCS employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

MCCS provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the HR department at 703-979-8420, extension 307. The decision to grant an accommodation will be made on a case-by-case basis. It is DoN policy to provide a workplace free of discrimination and retaliation. For your review, the DoN No Fear Act policy link is <https://www.donhr.navy.mil/NoFearAct.asp>.