

**CARROLL COUNTY BUSINESS & EMPLOYMENT RESOURCE CENTER
JOB ORDER FORM**

224 N. Center Street, Westminster, MD 21157

****Employers:** BERC can only provide services for positions that are regular W-2 positions**JOB TITLE of OPEN POSITION:** Sales Associates**EMPLOYER'S NAME:** Boscov's Department Store LLC.**EMPLOYER'S PRODUCT/SERVICE:** Retail**ADDRESS:** 400 North Center Street, Westminster, MD 21157**PHONE:** 410-751-6660**FAX:** 410-386-9933**CONTACT PERSON:** Human Resources**WEBSITE:** www.boscovs.com**EMAIL:** 76hrmgr@boscovs.com

JOB DESCRIPTION: Selling merchandise and providing customer service as per company standards (i.e. greet, acknowledge customers, solid product knowledge, and all other components of customer service); Maintaining the appearance of the selling floor; Performing marketing activities such as opening new Boscov's charge accounts to achieve goals set by the company; Accurately and efficiently completing all transactions and paperwork while adhering to all company policies and procedures; Maintaining an awareness of advertised merchandise, processing and maintaining stock by assisting in receiving, folding, straightening and replenishing merchandise

JOB REQUIREMENTS: 18 or older; prior retail sales experience and/ or customer service experience; Excellent written, verbal, and interpersonal communications skills; Proficiency with basic math skills; Ability to learn selling skills and to operate a POS(point of sale) register; Available to work varied days and nights as work schedule requires, including extended evening hours and weekends

Driver's License ☐ Drivers Record Check ☐ Minimum Age 18 Minimum Education: High school diplomaHvy. Lift. ☐ Med. Lift. ☒ Lgt/No Lift. ☒ Sedentary ☐ Phys. Req. ☐ Drug Test Req. ☐ Bkgrd Ck ☒WAGES: \$12.00 # OF OPENINGS: 2 PERM or TEMP: Regular employmentFT OR PT: BOTH O/T: Yes No BENEFITS: Coworker discount, weekly pay, DD, Health Insurance, paid time offHOURS & DAYS OF WORK: varied nights/weekends WILLING TO TRAIN: YES, paid trainingHOW TO APPLY: Send resume to 76hrmgr@boscovs.com, please include your availability and interestCLOSING DATE: 3/27/2021*Office Use Only*Posting Date Follow-Up Date Pull Date Entered in MWE Staff

F:\My Documents\Data\Job Order Form BERC seasonal sales associate.doc

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****Employers:** BERC can only provide services for positions that are regular W-2 positions

JOB TITLE of OPEN POSITION: Sexton/ Janitorial

EMPLOYER'S NAME: St. Paul United Methodist Church

EMPLOYER'S PRODUCT/SERVICE: Religion

ADDRESS: PO BOX 250, 200 Main Street, New Windsor, Maryland 21776

PHONE:

FAX:

CONTACT PERSON: Sarah Lowman

WEBSITE: www.stpaulnewwindsor.com

EMAIL: Stpaulnewwindsor@gmail.com

JOB DESCRIPTION: The sexton is responsible for maintaining the personal appearance of the sanctuary, church building, and facilities. Maintain a neat and clean church facility, cleaning, vacuuming, dusting, and restocking restrooms, maintain access to building for different functions- Sunday morning services (temporarily postponed at this time), Do other assignments requested by the senior minister or the administrators from time to time, attend to trash/ recycle bins, refrain from using tobacco products, alcohol, or other illicit substance while on church property.

JOB REQUIREMENTS: over 18yrs, Flexible to events throughout the year, Committed church person, positive representative to the church, Ability to receive instructions and carry out assignments, dress in a neat appearance, with high moral standards, physical strength, adequate for the required duties

Driver's License ☐ Drivers Record Check ☐ Minimum Age 18 Minimum Education High School
Heavy Lift ☐ Med. Lift ☒ Light/No Lift ☒ Sedentary ☐ Phys. Req. ☐ Drug Test Req. ☐ Background Check ☒

WAGES: \$12.50 # OF OPENINGS: 1 PERM or TEMP Regular

FT OR PT: 10-20hrs Part time O/T: Yes ☐ No ☒ BENEFITS: ☐

HOURS & DAYS OF WORK: Vary- Sunday, Tuesday, Thursday WILLING TO TRAIN: Yes, one on one ☐

HOW TO APPLY: Send resume/ with cover letter of availability and qualifications via email stpaulnewwindsor@gmail.com or mail to P.O. BOX 250, New Windsor, Maryland, 21776 to Attention: Sarah Lowman SPRC

CLOSING DATE: 03/27/2021

Office Use Only

Posting Date Follow-Up Date Pull Date Entered in MWE Staff