

National Shrine of Our Lady of the Snows

442 S. DeMazenod Drive, Belleville IL 62223
(618) 394-6233

Temporary JOB OPENING

The National Shrine of Our Lady of the Snows, a division of Oblate Service Corporation is seeking applicants for **Temporary** work to help in the Shrine Gift Shop during the Christmas Season and Annual Way of Lights. This position will include days, evenings, and weekend hours. The position will begin early November 2026 and go until January 2027. We are looking for an individual who can begin working approximately 25 to 30 hours a week with the flexibility of days, nights, and weekends.

POSITION: Gift Shop Clerk

LOCATION: Belleville, IL

POSITION STATUS: Temporary through the Christmas Season

JOB SUMMARY: Responsible for providing excellent customer service for guests who visit the Shrine Gift Shop or telephone the store. Other duties will include:

- Greets and assists customers. This is not a high-pressure sales position, however, customer service is our highest priority. Learning and knowing our products for suggestive upselling is important.
- Accurately enters sale data; processes cash, personal check, credit card and gift card transactions.
- Responsible for keeping the store clean, dusted and the merchandise clean and well organized.
- Stocks shelves and displays after merchandise is processed by the stock room personnel and assists with that processing as requested.
- Checks for merchandise back-stocked in the stock room and brings it to the selling floor as needed.
- Assists in keeping stock room organized and in a safe condition.
- Stays aware of customers to control loss of merchandise and reports any security issue to supervisor.

Qualification Requirements

Individuals must be able to operate an adding machine/calculator, have computer and keyboarding experience and accurately be able to count cash back to customers.

- Must show Christian hospitality by example in every aspect of the job. Must be able to engage and communicate with customers clearly and with a pleasant demeanor. A pleasant personality and good grooming and personal hygiene are essential to this position. Quick thinking, articulate and adaptable to spur-of-the-moment needs is a must.

Shifts are generally 4, 6, or 8 hour shifts depending on staffing. Must be mobile and able to stand and move around the sales floor easily.

Interested candidates should send resume and salary requirements to:

Diann Donjon
Human Resources Department

Address:
442 S. DeMazenod Drive
Belleville, IL 62223

Or email ddonjon@omiusa.org