



Muskingum Watershed Conservancy District Position Description and Requirements

Position Title:	Sales Clerk Supervisor	Date:	December 19, 2016
Department:	Recreation	Classification:	Seasonal (S)
Reports to:	Park Mgr and/or Asst. Park Mgr	FLSA Status:	Non-exempt
Directly Supervises:	Sales Clerk(s)		

Summary of Responsibilities

Responsible for supervising the operation of the retail and concession sales facilities within the park. Responsible for cash handling and use of point-of-sale equipment. Performs general opening and closing procedures. Directs the day-to-day activities of assigned Sales Clerks and creates the schedule for the same.

Practices standard MWCD safety procedures in performing job duties and assists other MWCD personnel as required.

Provides excellent customer service when interacting with MWCD guests.

Provides on the job training to sales clerks and communicates employee and customer issues to park management.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions *include the following. Other duties may be assigned.*

Processes the sale of retail items and/or concession goods for MWCD guests. Greets guests in a positive and professional manner.

Frequently handles cash, operates credit card machine, and uses the point-of-sale system. Maintains accurate records of sales.

Responsible for cleaning and maintaining equipment. Maintains a clean and safe work area as well as all public areas in which guests have access.

When serving ready-to-eat foods, ensures sanitary procedures are followed.

Maintains inventory of necessary supplies, retail items, and concessionary goods and notifies Park Manager or Assistant Park Manager when reordering is required.

Notifies appropriate manager of any safety concerns realized while performing job duties.

Notifies appropriate manager of any issues among sales clerk staff.

Skills and Abilities

Education: High school diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience.

Experience: Experience with customer service, retail sales, and/or concessionary operations is preferred. Previous supervision experience is preferred.

- Computer Skills: Basic computer skills required
- Certifications & Licenses: Driver's license valid in the state of Ohio
- Abilities: Ability to maintain confidential information. Good communication skills and the ability to work well with the public are required. Ability to maintain composure and handle stressful situations with guests is required.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Work Environment

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Other Requirements, Expectations, or Unusual Conditions

Overtime work is required as necessary. This position requires weekend, evening and holiday work.

MWCD has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

By signing here, I acknowledge that I have read and understand the position description and requirements for this position.

Signed _____

Date _____