



# Gift Shop Cashier

*Department Reservation Stewardship- Rocks Estate*

**Reports to:** Retail and Event Manager

**Salary Range:** \$7.50 - \$12.00

Nonexempt

Part time

Seasonal: mid-Sept. – late Dec.

## **Position Summary:**

The Rocks Estate Gift Shop cashier is a part-time seasonal position responsible for ringing up sales, receiving and inventorying new items, and stocking shelves. The Cashier also works with other staff to keep the gift shop and bathrooms clean and orderly and may occasionally be called upon to assist with setting up educational programs. The Cashier answers the phone, takes orders, and processes mail orders including the use of the Fed Ex interface.

## **Essential Duties and Responsibilities:**

- Receive and accurately inventory merchandise from outside vendors as well as consigned items.
- Handle stock including: price items based on pre-determined formula, set-up displays and refilling products as needed.
- Complete all sales accurately by operating the cash register and credit card machine.
- Answer phones, take phone orders, and process mail orders including shipping via appropriate carrier.
- Cleaning and picking up rest rooms and meeting rooms when needed.
- Assist customers in a friendly and professional manner
- Assist with wagon rides as needed: greet customers, take ride reservations and load customers safely onto wagons
- Assist other staff with set up of education programs when necessary.
- Other duties as assigned.

**Contributions/Outcomes:** - The gift shop cashier will insure all products and consignment items and displays are stocked and price correctly for sale, sales are rung correctly and the register balances at shift end and customers receive prompt, efficient, professional, friendly service.

## **Qualifications and Skills required:**

High School diploma preferred but not required

Good organizational skills and attention to detail

Strong people skills; has a friendly and outgoing manner while maintaining professionalism

This position requires working days, evenings and weekends, flexibility is essential

Computer skills to include Microsoft Excel and Word and the ability to learn use of programs specific to the gift shop including Big Commerce,.

Familiarity with a cash register is preferred but not required

## **Working Conditions:**

Fast paced retail gift shop at a seasonal destination.

## **Physical Requirements:**

The ability to stand for long periods of time.

The ability to lift up to 40 lbs. and safely move display units, chairs and tables.

## **Direct Reports:**

None