

LASSEN CAFÉ & GIFT



Job Description

POSITION: Store Clerk/Cashier

DIRECT REPORTING TO: Gift Shop-Store Supervisor/General Manager

CLASSIFICATION: Seasonal, Full or Part Time, Hourly, Non-Exempt

SALARY: TBD

QUALIFICATIONS:

Required:

- Must be at least 16 years old
- Must be friendly and courteous
- Basic computer skills
- Basic math aptitude, ability to count back change manually
- Able to operate cash registers & calculators
- Able to lift and carry 50 pounds
- Knowledgeable about park features, rules & regulations
- Possess current California Food Handler certificate
- Willing and able to work weekends and holidays, early mornings and evenings in varying weather conditions
- Able to work unsupervised and as a team
- Possess a valid Driver's License
- Reliable transportation

Preferred:

- Experience with POS or equivalent retail system

DUTIES & RESPONSIBILITIES:

Gift Shop & Café Counter

- Waits on customers in a pleasant and helpful manner at all times
- Answers all telephone calls in friendly manner using the company's standard greeting and closure
- Operates cash register and credit card machine
- Checks in retail orders
- Maintains clean, organized, attractive counters, displays, shelves, windows and coolers
- Prices and stocks all merchandise as directed
- Prepares food orders
- Ensures food display case has adequate and presentable variety
- Properly completes daily cash reconciliations and worksheets
- Cleans and organizes stock room daily
- Sweeps/mops floors daily or as needed
- Empties all trash receptacles and keeps store and surrounding area free of trash and hazards
- Follows all health and safety regulations
- Assists staff as necessary and able
- Adheres to Company dress code while on duty
- Be a friendly and helpful resource to visitors

- Empowers fellow staff members to exceed the guests' expectations whenever possible
- Notifies supervisor immediately any time a guest is not 100% satisfied with their experience

Be a willing member of The California Parks Company, performing all duties and functions as assigned to the best of his/her ability.

PERSONAL PROTECTIVE EQUIPMENT:

The Store Clerk/Cashier will use various office tools and equipment on a daily basis. Footwear required shall be a high quality leather shoe with non-skid sole. No open toe sandals or flip flops will be allowed on the job. Kitchen personnel are required to wear long pants and hair restraints in preparation functions. The Store Clerk/Cashier will be knowledgeable in the safety practices and standards set by the Company, relative to the work environment he/she operates in. He/she will also make it a duty to assure that all co-workers are working with those same safety practices and standards.

PHYSICAL FUNCTIONS:

Physical requirements: O-Occasional (1-33%), F-Frequent (35-66%), C-Continuous (67-100%)

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|-------------------------|----------------|-----------------|--------------------|
| 1) Standing-F | 6) Pushing-O | 11) Kneeling-O | 16) Hearing-C |
| 2) Walking-F | 7) Pulling-O | 12) Crouching-O | 17) Seeing-C |
| 3) Sitting-O | 8) Climbing-O | 13) Reaching-O | 18) Depth Percep-O |
| 4) Lifting- O to F 50# | 9) Balancing-O | 15) Handling-C | 19) Color Vision-O |
| 5) Carrying- O to F 50# | 10) Stooping-O | 16) Speaking-C | |

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.