

# MANZANITA LAKE CAMPER SERVICE STORE



## Job Description

**POSITION:** Store Clerk/Cashier

**DIRECT REPORTING TO:** Store Supervisor

**CLASSIFICATION:** Seasonal, Full or Part time, Hourly, Non-exempt

**SALARY:** T.B.D.

### **QUALIFICATIONS:**

**Required:**

- Must be at least 16 years old
- Must be bondable
- Friendly and courteous
- Possess current California Food Handler's Certification
- Basic computer skills
- Basic math aptitude, ability to count back change manually
- Able to operate cash registers & calculators
- Experience with POS or equivalent retail system
- Able to lift and carry 50 pounds
- Knowledgeable about fishing and boating regulations
- Willing and able to work weekends and holidays, early mornings and evenings
- Able to work unsupervised
- Reliable transportation

### **DUTIES & RESPONSIBILITIES:**

- 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
- Fills out boat rental contracts
- Checks in retail orders
- Prepares food orders per menu guidelines
- Follows all health and safety regulations
- Adheres to Company dress code while on duty
- Prices and stocks all merchandise as directed
- Properly completes daily cash reconciliations and worksheets
- Maintains clean, organized, attractive counters, displays, shelves, windows and coolers
- Sweeps/mops floors daily or as needed
- Cleans and organizes stock room daily
- Empties all trash receptacles and keeps store and surrounding area free of trash and hazards
- Is a friendly and helpful resource to visitors
- Assists other staff members as needed or directed

- 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. 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. Footwear required shall be a high quality closed toe 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. 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# max  | 9) Balancing-O | 15) Handling-C  | 19) Color Vision-O |
| 5) Carrying- O to F 50# max | 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.