

Job Description

Title: Retail Department Shift Leader

Reports to: Laurie Wike

Summary of Position:

Retail Department shift leaders perform a variety of duties.

The successful candidate for this position will be an organized, personable, and enthusiastic individual that keeps customer service as the highest priority.

Essential Functions and Responsibilities:

- Operate POS terminal system.
- Prepare cash reports.
- Supervise team members.
- Operate a computer.
- Put out stock.
- Clean all areas of the store.
- Bag ice.
- Answer guest questions about the resort and the region.
- Interact with the customers in a friendly and professional manner.
- Perform other job-related duties as requested.

Qualifications:

- Minimum of high school degree is required.
- Previous retail experience is preferred.

Must be able to:

- Supervise employees.
- Count money correctly.
- Operate a computer.

- Lift 25 lbs.
- Multi-task.
- Communicate effectively, both written and orally.
- Think clearly and use judgment in routine and non-routine situations which may occur.

Other Information:

Due to the nature of the Retail Department, non-standard work hours including weekends, evenings, and holidays will be expected. This is a seasonal position.

Print Employee Name: _____

Employee Signature: _____ Date: _____