

# Job Description

**Title:** Retail Department Team Leader

**Reports to:** Laurie Wike

## Summary of Position:

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Retail Department team members 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:

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- Operate POS terminal system.
- Prepare cash reports.
- 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:

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

Must be able to:

- Count money correctly.
- Operate a computer.
- Multi-task.
- Lift 25 lbs.
- 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: \_\_\_\_\_