

Canyonlands Natural History Association

Front Line Staff Job Description

Title: Retail Specialist - Needles

Classification: Seasonal

Reports to: Operations Manager

Responsibilities:

1. Provide exceptional customer service to the visiting public.
2. Opening or closing duties as scheduled.
3. Sell products from the park store to enhance the visitor's experience.
4. Ring up sales on the POS computers.
5. Receive orders from the warehouse and/or transfer items back to the warehouse using the proper procedures.
6. Assist in putting away stock and keeping shelves clean and organized.
7. Be the "face" of Canyonlands Natural History Association and all our partners.
8. Communication liaison between National Park Service and CNHA main office
9. Provide information and advice about the area to park visitors.
10. Clean as needed.
11. Other duties as assigned by the Operations Manager.

Working Conditions:

1. Indoor facility
2. Constant standing and walking
3. Ability to work alone
4. Talking to multiple people throughout the shift
5. Open 7 days a week

Education, Experience & Skills Required:

1. Customer service experience.
2. Knowledge of the area or ability to learn about the area.
3. Ability to communicate clearly and concisely. Bi-lingual or Multi-lingual a plus.
4. Proficient with computers and common business software and other general office equipment.
5. Able to lift at least 50 lbs.

This job description is not intended to be all inclusive. You may be asked by supervisors or managers to perform other duties. This may include going to other locations.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time for any reason.

Revised 7/5/2017