

# Canyonlands Natural History Association (CNHA)

## Job Description

---

**Title:** Retail Specialist – Remote Site

**Classification:** Seasonal

**Reports to:** Facility Manager

**Supervisor:** Retail Sales Manager

### Responsibilities

1. Provide exceptional customer service to the visiting public.
2. Opening and Closing duties as scheduled.
3. Banking duties as needed ~ Deposits / Change.
4. Provide information and advice about the area.
5. Sell products from the book store to enhance the visitor experience.
6. Ring up sales on the POS computers.
7. Receive orders from the warehouse and/or transfer items back to the warehouse using the proper procedures.
8. Put away stock and keep shelves clean and organized.
9. Assist with merchandising and displays when assigned by manager.
10. Keep track of product and communicate with Operations Manager and CNHA warehouse on discrepancies
11. Communicate on a regular basis with CNHA accounting staff and other main office staff
12. Represent CNHA and our partners in a professional manner
13. Clean as needed.
14. Other duties as assigned by the Manager.
15. Possible travel and work at other CNHA remote sites.

### Working Conditions

1. Indoor facility
2. Constant standing and walking
3. Talking to multiple people throughout the shift
4. 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.

### Safety Hazards of the Job:

Minimal hazards. General office working conditions. Bending and lifting

*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 5/1/25