

STAFF JOB PROFILE

<b>JOB TITLE:      Trading Post Assistant Manager</b>
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**JOB SUMMARY:**

1. Responsible for the display, sales and inventory of all Trading Post merchandise.
2. Responsible for the operation of the Northern Tier Snack Bar (Sweet Shop).
3. Responsible for accurate money-handling and control.
4. Responsible for daily close outs.
5. Responsible for the taking of and distribution of crew photographs.
6. Work with other Trading Post Assistant Managers in the leadership of the Trading Post staff.

**PRINCIPAL RESPONSIBILITIES:**

1. Help set up the Trading Post and Sweet Shop prior to staff training. Assist with Trading Post staff training.
2. Help supervise and control all Trading Post sales and record keeping, including fishing licenses.
3. Help maintain an accurate Trading Post and Sweet Shop inventory.
4. Keep the Trading Post, the Sweet Shop and surrounding area clean, neat and orderly so it is appealing to all customers. Maintain an attractive and well-stocked display of merchandise.
5. Responsible for maintaining soda machines daily, including restocking, cleaning and money collection, ensuring that money is emptied, counted and properly turned in.
6. Maintain all PCI compliance standards.
7. Ensure that all customers are served in a prompt and friendly manner that includes a smile. Ensure that the Trading Post staff is courteous, kind and respectful to all customers. Each sale will be concluded with a thank you. Answer and makes phone calls from and to customers in a respectful and professional manner that fulfills the customer's needs.
8. Responsible for creating staff schedules in advance, as directed by supervisor.
9. Offer assistance and advice that will improve the quality of the experience which crews will enjoy during their trip.
10. Play an active role in camp-wide activities and events.
11. Perform other duties as assigned by Base management. These duties may include such things as trail clearing, dishwashing, maintenance projects, custodial work, helping in other departments and other projects as needed.

**QUALIFICATIONS**

1. Successfully complete staff training.
2. Ability to understand direction and work with minimal supervision.
3. Ability to work with and supervise other staff members.
4. Ability to use computer and CAP Point-of-Sale software.
5. Ability to accurately count money and inventory.
6. Must demonstrate honesty, integrity and accuracy in dealing with money and Trading Post inventory.
7. If over 21, maintain a current and valid driver's license in your state of residence/province and complete the Base driver's training course.
8. Register as a member of the Boy Scouts of America, Scouts Canada or a member of the International Camp Staff Program.
9. Provide a complete BSA Health and Medical Record.

**POSITION REPORTS TO: Trading Post Specialist**


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 Signature

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 Print name

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 Date