

STAFF JOB PROFILE

JOB TITLE: – Trading Post Clerk

JOB SUMMARY:

1. Assist in the overall operation of the Sandy Bridges Program Center (SBPC) including Retail Store (Trading Post) Services, and Custodial tasks.
2. Assist the Trading Post Manager in the merchandising, sales and inventory of the Trading Post.
3. Assist in the operation of the Northern Tier Sweet Shop.
4. Play an active role in base-wide activities and events.
5. Assist in the taking of and distribution of crew photographs.
6. Assist with E-Commerce Order Processing

PRINCIPAL RESPONSIBILITIES:

1. Assist in setting up the Trading Post and the Sweet Shop during base preparation.
2. Process Trading Post and Sweet Shop sales and learn the Point-of-Sale system.
3. Help maintain the Trading Post and Sweet Shop inventories in a neat, orderly, and accurate fashion.
4. Serve all trading post customers in a prompt manner that includes a smile; be courteous, kind and respectful to all customers; follow each sale with a thank you.
5. Answer phone calls to the Trading Post in a respectful and professional manner.
6. Process E-Commerce orders daily, accurately and efficiently.
7. Learn about PCI compliance practices, and complete BSA required training.
8. Keep Trading Post area, and SBPC building clean, neat and orderly so it is appealing to customers and staff.
9. 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 use computer and CAP Point-of-Sale software.
3. Ability to accurately count money and inventory.
4. Must be punctual, honest and dependable.
5. Register as a member of the Boy Scouts of America, Scouts Canada or the International Camp Staff Program.
6. Provide a complete BSA Health and Medical Record.

POSITION REPORTS TO: Assistant Trading Post Manager

Signature

Print name

Date