

Employee Requisition Form

Position to Be Filled: Gift Shop Clerk

Purpose: To provide excellent customer service, assist and interest customers in finding and purchasing merchandise, maintain shop stock and operate cash register.

Required Qualifications / Essential Duties:

- Provide prompt, courteous and knowledgeable service, to Gaming Center patrons by assisting in merchandise selection, describing a product's feature, demonstrating its use, or showing various styles and colors. If merchandise is not available on the sales floor, check the stockroom for additional merchandise.
- Process and prepare merchandise for the sales floor; stock shelves and racks and keep and accurate inventory of shop merchandise
- Open and close cash register by counting money, separating charge slips and checks, and balancing drawer.
- Make out sales checks, receive cash, check and charge payments and ring cash register according to company policies and procedures
- Minimum of 1 year retail sales / cash handling experience
- Proficient in the use of a cash register
- Excellent customer service and interpersonal skills with demonstrated patience, tact and respect.

Reports To: Gift Shop Supervisor

Starting Rate of Pay: D.O.E

Approximate Hours: 40

Date Needed: ASAP

Filling Deadline: Open Until Filled

Recruitment Representative
kam

Date Posted