

Retail Sales Job Description

Terry Peak Ski Area

Lead, SD 57754

Job Summary:

The Mountain Shop in Stewart Lodge is the main retail outlet for Terry Peak. It is essential to display high-quality customer service skills. Helping customers find what they are looking for and assist them in their purchase is a primary focus for the retail salesclerk. Salesclerks must be experienced in using a cash register and counting back change. This position requires a self-starter that can keep busy by maintaining a clean and organized store.

Job Requirements:

- Store Hours are 8:00 am to 4:30 pm daily.
- Must have dependable transportation.
- Be dependable and punctual to fulfill your scheduled shift.
- Have minimal computer and cash register experience.
- Be able to count change back correctly.
- Be able to balance your business at the end of the day and turn in the proper paperwork.

Duties Include:

- Check-out cash bag and open the store as scheduled.
- Start the computer to get ready for the day. Computer knowledge is helpful.
- Helping customers find what they are looking for.
- Knowledge of taking money and counting change back to the customer.
- Cleaning, dusting, and straightening the store inventory and vacuuming.
- Changing the store displays.
- Help with checking in and counting the inventory and marking the merchandise.
- Checking for inventory levels and notifying supervisor of shortages.
- Getting daily reports and deposits to the office.
- Being responsible for your scheduled shift.
- Be willing to help in other departments when asked.

Maintaining Customer Relations:

- Reflect strong customer relation attitude.
- Answering customers questions, assisting them with their purchases is essential.
- Be able to deal with a variety of situations that arise daily.
- Maintain a basic knowledge of the general information about Terry Peak and be able to direct the customer as to where they need to go to answer their questions.

Working Conditions:

The Retail Clerk is primarily an indoor position dealing directly with the public. In the mornings the retail shop can be very busy especially on weekend and holidays, therefore arriving on time is essential. At the end of the day, till must be balance and transactions turned in. Uniforms are provided by Terry Peak and must be worn when on duty.

Employee smoking is allowed only in designated areas.

Part/Full-Time Seasonal Position

