

## **Retail Sales Job Description**

### **Terry Peak Ski Area**

**Lead, SD 57754**

#### **Job Summary:**

The Mountain Shop in Stewart Lodge is the leading retail outlet for Terry Peak. It is essential to display high-quality customer service skills. Helping customers find what they are looking for and assisting them in their purchases is a primary focus for the retail sales clerk. Salesclerks must be experienced in using a cash register and counting back change. This position requires a self-starter who 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 reliable and punctual to fulfill your scheduled shift.
- Must have minimal computer and cash register experience.
- Be able to count change back correctly.
- Balance your business at the end of the day and turn in the proper paperwork.

#### **Duties Include:**

- Check out the 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.
- Create and change the store displays.
- Help with checking in, counting the inventory, and marking the merchandise.
- Checking for inventory levels and notifying the supervisor of shortages.
- Prepare daily reports and deposits to submit to the administration office.
- You must be responsible for your scheduled shift.
- Be willing to help in other departments when asked.

#### **Maintaining Customer Relations:**

- Reflect a strong customer relation attitude.
- Answering customer's questions and 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 bustling, especially on weekends and holidays, therefore arriving on time is essential. The till must be balanced, and transactions reconciled and submitted to the administration office at the end of the day. Terry Peak provides uniforms that must be worn when on duty. Understand that helping in other departments when needed may be necessary. Adhere to company Policies as described in the Employee Handbook.

Part/Full-Time Seasonal Position