



Retail Attendant-Clerk

Seasonal

Whiskeytown Marinas, LLC

The Retail Attendant is responsible for carrying out retail operations for the marina. The Retail Attendant's primary responsibility is the customer. Every task at the marina from interfacing with the customer at the retail store, ensuring all needs are met for their boating experience & camping experience; this must be done with the highest level of customer service in mind. The Retail Attendant projects a professional company image through all types of interaction. As this is a fast-paced environment, must be able to work under pressure.

DUTIES AND RESPONSIBILITIES:

1. Receive money for purchases and calculate customers change, operating a cash register POS system.
2. Use a PC and other software to process reservations for camping and boating.
3. Provides the highest level of customer and guest services, expedites any and all requests from vessels
4. Greet customers courteously and sell merchandise to them
5. Clean restrooms, docks, walkways, sidewalks, equipment and other areas as requested
6. Performs opening and closing job duties
7. Help customers find the item they desire to purchase on the shelves
8. Maintaining the outlook of the store. This implies cleaning, arranging, and when necessary, stocking the shelves
9. Ensure excellent retail experiences to customers

10. Maintains awareness of safety issues and reports them immediately to supervisor
11. Other duties as assigned by management

QUALIFICATIONS:

1. Excellent customer service skills – known as someone who goes above and beyond
2. Must have a positive attitude
3. Must have highly effective communication skills and time management skills
4. Must be able to maintain a calm, positive attitude during periods of high activity
5. Ability to manage multiple projects simultaneously
6. Excellent attention to detail.
7. Basic water safety skills
8. Must be able to pass a background check
9. Ability to work under pressure.
10. Must be able to work flexible hours on the needs of the property

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.