

Title:	<u>Retail COR</u>
FLSA Status:	<u>Exempt</u>
Department:	<u>Horn Creek</u>
Reports To Job Title:	<u>Retail Works COR</u>

PURPOSE

The Retail COR exists to assist in the operations of Summer Camp. Responsibilities include lost and found, camper mail, camper evaluations, usage of Point of Sale software, replenishing stock, adjusting and improving displays, responding to guest questions, cleaning and maintaining equipment in all retail locations and generally serving guests are completed by Retail staff so that camp can run more effectively and efficiently and meet targeted revenue goals. These people work behind the scenes to serve camp and enable others to focus more wholly on their jobs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. *This person is responsible to serve camp in several operational and logistical capacities so that camp can be more effective. This includes:

- Organizing and delivering all camper and staff mail daily. This includes processing all incoming mail.
- Managing all Lost and Found items. This entails acquiring, organizing, and returning as many items as possible, including calling parents on items.
- Assembling, compiling, and reporting on all weekly paperwork for counselors and managers.
- Operate point of sale system and handle monies accurately and efficiently
 - Learn current point of sale system and become proficient
 - Handle monetary transactions with accuracy
 - Daily deposits are accurately completed at the end of each shift. No substantial losses/overage
- Produce food and beverage products so that they meet the highest standard of industry trends and guest feedback
 - Produces food and beverage items in a timely and efficient manner
 - Food and beverages prepared and served are of an acceptable quality according to Sky Ranch retail standards
- Assist Retail Manager with fulfillment and delivering all orders relating to Sky Packs, snack packs and camper tees in a timely and efficient manner
- Assist Retail Manager with maintaining stock and cleanliness of retail areas
- Communicate with guests, co-workers, and management in a professional and joyful manner

OTHER DUTIES AND RESPONSIBILITIES

2. Assist with other summer camp duties as needed. This includes but is not limited to:

- Assisting with program night events.
- Assisting with other camp programs as needed.

3. Maintain compliance with Sky Ranch's employee policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.

4. Arrive on time to meetings, meals, activities, and events

5. Take directions from managers and any full-time staff of Sky Ranch in a prompt and respectful manner.

6. Serve all guests and fellow staff in such a manner that reflects our desire to serve them and honor Christ.

7. Perform other duties as required.

FINANCIAL RESPONSIBILITY

- As a function of working with retail, staff will:
 - Accurately and with integrity, handle monies, receive transactions, and record daily deposits.

QUALIFICATIONS:

EDUCATION

- High School Diploma required

EXPERIENCE

- Experience working in retail industry preferred

SKILLS AND ABILITIES IN

- Beginner to intermediate skill level in Microsoft Excel
- Beginner to intermediate skill level in email communications

PHYSICAL DEMANDS

- Must be able to stand long-term and walk long distances as necessary
- Ability to carry a minimum of 25 pounds and push up to 50 pounds of force frequently to move objects.
- Ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination.
- Requires some physical agility, including: bending for items below or reaching for items above the individual; crawling under desks; stooping, and climbing step stools or ladders.
- A portion of this position demands working in the heat and physical activity such mail runs, water runs, etc. that require a lot of movement for an hour at a time.

OTHER

Commitment to Christian principles and teachings both professionally and personally. Must be able to fully support Sky Ranch's Doctrinal Statement. An active membership in a church whose spiritual beliefs are aligned with Sky Ranch's Doctrinal Statement.

Commitment to Sky Ranch's Vision, Mission, Values (A.R.E.) and Principles (WOW, Stewardship, and Excellence) demonstrated in daily behavior.

Must demonstrate annually a clear background check and review of child safety practices as required for camp accreditation by the American Camping Association.

Possess personal spiritual discipline that models a proactive approach toward personal, spiritual, and relational health.