**NORTHERN TIER NATIONAL HIGH ADVENTURE PROGRAM BOY SCOUTS OF AMERICA**

**STAFF JOB PROFILE**

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| **JOB TITLE:**  | **Trading Post Staff**  |

**JOB SUMMARY:**

1. Assists the Trading Post Manager in the display, sales, and inventory of the Trading Post merchandise.
2. Assists in the operation of the Northern Tier Snack Bar.
3. Assists in the daily maintenance, filling, and cleaning of the soda machines.
4. Plays an active role in base-wide activities and events.

**PRINCIPLE RESPONSIBILITIES:**

Assists the Trading Post Manager in:

1. Setting up the Trading Post and the Snack Bar during staff training and Base preparation.
2. Handling Trading Post and Snack Bar sales and record keeping.
3. Maintaining a Trading Post and Snack Bar inventory.
4. Keeping the Trading Post, Snack Bar, stock room and surrounding area clean, neat, and orderly so it is appealing to Scouts and crew advisors.
5. Maintaining soda machines daily, including restocking, cleaning, and money collection.
6. Serving all customers in a prompt manner that includes a smile; being courteous, kind, and respectful and following each sale with “thank you”.
7. Answering phone calls to the Trading Post in a respectful and professional manner.
8. Assist with processing and shipping mail orders.
9. Playing an active role in camp-wide activities, events and special events.
10. Performing other duties as assigned by the Base management. These duties may include such things as trail clearing, dishwashing, maintenance projects, custodial work, helping in other departments, and other projects as needed.

**QUALIFICATIONS:**

1. Successful completion of Northern Tier Staff training.
2. Ability to understand direction and work with supervision.
3. Ability to use computer and Point-of-Sale software.
4. Ability to accurately count money and inventory. Must be honest and dependable.
5. Must be a member of the Boy Scouts of America, Scouts Canada, or a member of the International Camp Staff Program.
6. Provide a complete Northern Tier Health and Medical Form.

**POSITION REPORTS TO:** **Director of Retail Operations**

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 Signature Print name Date

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