



JOB DESCRIPTION

POSITION:	Sales Clerk Part-Time
DEPARTMENT:	Gift Shop
SUPERVISOR/TITLE:	Gift Shop Manager
CLASSIFICATION:	Hourly
HOURS:	Flexible Schedule Part-Time: Approx. 12 to 25 hours per week Monday-Sunday

POSITION DESCRIPTION SUMMARY: The Gift Shop Sales Clerk provides customer service to members and visitors at the Zoo.

DUTIES:

- Greet all visitors in the ZooShop and provide customer service.
- Operate cash register for sales transactions.
- Intake and price merchandise. Stock and restock merchandise in Gift Shop
- Maintain and seasonally change store displays
- Keep a neat and clean store.
- Other duties as assigned.

QUALIFICATIONS:

- Demonstrate strong cashier, customer service and communication skills.
- Sales experience preferred.
- Computer competency required.
- Flexible schedule.
- Ability to work well with team members and switch tasks as need requires.

PHYSICAL REQUIREMENTS:

- Ability to work standing for extended periods of time.
- Some lifting < 30 lbs.

All interested applicants must submit a current resume and cover letter describing their qualifications as they relate to the duties of the position. Electronic copies are encouraged and may be submitted to: zooshop@senecazoo.org with the phrase Sales Clerk Search in the subject line or by hard copy to Sue DeCaro, Gift Shop Manager, Seneca Park Zoo, 2222 St. Paul Street, Rochester NY 14621. All applications must be received by February 10, 2018.

The Seneca Park Zoo Society is an Equal Opportunity Employer