

**Job Title:** Gift Shop Assistant

**Department:** Gift Shop

**Reports to:** Gift Shop Supervisor

**Key Areas of Responsibility:**

- Assists with various food service and gift shop functions and provides excellent customer service to guest, visitors, and co-workers.
- Assist guest with purchases in the gift shop.
- Process transactions using cash, check or credit/debit card.
- Adds purchases onto guest bill using POS system.
- Records sales of various items including food, clothing, etc.
- Maintains the appearance of the gift shop.
- Assist with production and canning of products used in Capon's dining room and sold in the gift shop, including jellies, dressings, and apple butter.
- Labels and prices items sold in the gift shop.
- Rotates inventory on shelves.
- Unpacks and stocks new merchandise on shelves.
- Cleans gift shop area by dusting and wiping down countertops.
- Takes and fills orders for takeout meals.
- Assist with setting up of buffets and ensures an adequate supply of food is available.
- Removes items from buffet area after meals and cleans the area.
- Plays music for special occasions during mealtimes.
- Assumes additional duties as needed.

**Education:**

- High School Diploma or equivalent preferred.

**Experience:**

- Experience in retail or customer service field is a plus.

**Knowledge and Characteristics:**

- Ability to accurately handle cash, check and credit/debit card transactions.
- Ability to count and provide correct change.
- Ability to operate computerized POS system.
- Must be able to lift up to 30 lbs. with assistance.

**Tools/Equipment Used:**

- Computer Point of Sale System
- Copier/Printer
- Laminator
- General Office Equipment: stapler, scissors, paper slicer, etc.

**Terms of Employment:**

This is a seasonal position from mid-April until mid-November with spring cleaning typically beginning in Mid-March. Schedule for the Food Shop Assistant varies with typical hours between 8 am and 7 pm. Days will vary but will include some weekend and holiday work during the season. This is a part time, hourly position. Starting pay begins at \$9.00/hour but may be more based on experience.

This job description is not intended to and does not create a contract or offer of employment. If hired, employment will be on an at-will basis and can be terminated by either party.

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