

METROPARKS OF BUTLER COUNTY
Board of Park Commissioners

Approved
01-07-09
Ex Dir

POSITION DESCRIPTION

TITLE: Sales and Rental Associate (VOA Bait and Tackle Shop)

GRADE: 00.0 (Part-time, Seasonal) This employee may work an irregular part-time schedule which may including evenings, weekends and holidays on a seasonal basis

STATUS: Regular. Employee does not routinely supervise other staff members

REPORTS TO: Sales and Rental Supervisor or as otherwise assigned

GENERAL DUTIES: Performs a variety of general-purpose duties as required to facilitate the rental, retail sales, food service and associated operational and maintenance needs at the Voice of America Park.

FUNCTIONS AND RESPONSIBILITIES:

1. Retail duties include renting watercraft, cleaning boats, handling, preparation and selling of live bait, emptying trash cans, selling: motor vehicle permits, fishing permits, fishing tackle, food, beverages and other items, stocking shelves, rotating product and cleaning the retail area including the associated restrooms.
2. Follows MetroParks policies and health regulations relative to the safe preparation, handling and sale of food and/or beverages.
3. Prepares and maintains park exterior and interior facilities for use by customers and the general public performing duties such as cleaning and routine maintenance of reservable areas, shelters, park grounds adjacent to reservable spaces, common areas, storage rooms, kitchen areas and restrooms.
4. Aids in the maintenance of landscape beds and plantings including watering, weeding, mulching etc. Assists with special events as assigned.
5. Moves, sets up and takes down tables, chairs and other equipment and otherwise provides assistance to management staff before, and after during rentals.

6. Tracks sales, uses cash register, issues receipts, makes change and handles cash and other payments accurately and, pursuant to established accounting procedures, assists with inventory as assigned, answers the telephone using proper telephone etiquette, takes and conveys messages and handles routine requests for information as instructed.
7. Meets and deals with the public in a professional, helpful and pleasant manner. Acts as a good-will ambassador for the MetroParks at all times. Maintains a professional, cooperative working relationship with other staff members.
8. Operates non-licensed motor vehicles or APV's.
9. Follows Board policies in *Employee Guide* and *Employee Safety Manual*.
10. Maintains confidentiality on sensitive issues and nonpublic records.
11. Other duties as assigned.

QUALIFICATIONS:

1. High school diploma or GED; minimum of 18 years of age at the time of employment. Competent working knowledge of Ohio and local regulations relative to the safe preparation, sale, and handling of food in a retail environment and previous retail experience is preferred for this position.
2. Knowledge of fishing and boating is preferred. Ability to operate a cash register to track and accurately handle payments and make change is also necessary.
3. Ability to deal tactfully with the general public and co-workers as well as the ability to communicate effectively with fellow employees and the visiting public; general good health and ability to perform the physical labor tasks required of this position and having the ability to effectively, efficiently, and safely complete assigned tasks in a timely manner are all also required for this position.
4. Availability for a flexible and intermittent work schedule and ability to work independently and take initiative when required are necessary for candidates for employment and employees currently working under the provisions of this position description.
5. Good character with no history of serious criminal activity (felony convictions) is required of all persons who are candidates for employment or employees currently working under the provisions of this position description.

Alternates to the above qualifications may be allowed as approved by the Executive Director.