

METROPARKS OF BUTLER COUNTY
Board of Park Commissioners

Approved
03-04-09
Ex Dir

POSITION DESCRIPTION

TITLE: Sales and Rental Supervisor (VOA Bait Shop)

GRADE: 00.0 (Seasonal, Part-time) Work will include extended hours and/or an irregular work schedule, including evenings, weekends and holidays on seasonal basis

STATUS: Supervisory (Non-exempt) Employee will supervise other assigned part-time, seasonal and/or intermittent workers, volunteers, employment program participants, inmate workers, and/or community service workers

REPORTS TO: Site Manager or as otherwise assigned

GENERAL DUTIES: Coordinates the proper, safe, and profitable operation of the Bait and Tackle Shop at Voice of America Park. This employee has limited purchasing authority under the direction of his/her immediate supervisor. This is a working supervisory position and as such the employee performs a variety of general-purpose duties as required to facilitate the rental, retail, food service and associated operational and maintenance needs at the Voice of America Park.

FUNCTIONS AND RESPONSIBILITIES:

1. Duties will include but are not limited to: supervising, scheduling, training, motivating and/or appropriately disciplining staff; undertaking and/or supervising others who perform tasks such as, ordering, controlling and accounting for inventory, keeping rental equipment in good working, keeping accurate sales records, maintaining security on merchandise and receipts and making prompt deposits.
2. Operates and trains others to operate a cash register and credit card machine according to organizational policy and operations manual.
3. Performs or assigns staff to rent watercraft, clean boats, handle the preparation of and selling live bait, empty trash cans, sell motor vehicle permits, fishing tackle, food, beverages and other items, stock shelves and clean the retail area including the associated restrooms.
4. Follows MetroParks policies and health regulations relative to the safe preparation, handling and sale of food, and instructs other on the same.

5. Prepares and maintains park exterior and interior facilities for use by performing or assigning staff 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.
6. Performs or assigns staff to aid in the maintenance of landscape beds and plantings including watering, weeding, mulching etc.
7. Arranges and stores chairs and other equipment . Provides assistance to management staff before, and after during rentals, programs or other reserved uses. Assists with special events as assigned.
8. Tracks sales, uses cash register, issues receipts, makes change and handles cash and other payments accurately and, pursuant to established accounting procedures, assists with periodic inventory. Also answers the telephone using proper telephone etiquette, takes messages and handles routine requests for information as instructed or instructs others on the same.
9. 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.
10. Operates licensed and non-licensed motor vehicles or APVs
11. Follows Board policies in *Employee Guide* and *Employee Safety Manual*.
12. Maintains confidentiality on sensitive issues and nonpublic records.
13. Other duties as assigned.

QUALIFICATIONS:

1. High school diploma or GED; minimum of 18 years of age at the time of employment. Some college course work is preferred. A minimum of one year of retail supervisory experience OR two years retail experience and two years general supervisory experience is required. Competent working knowledge of Ohio and local regulations relative to the safe preparation, sale, handling and food in a retail environment is preferred for this position.
2. Knowledge of fishing and boating is required. Ability to operate a cash register to track and accurately handle payments and make change is also necessary.
3. A valid driver's license with an acceptable motor vehicle record allowing insurability by the park district's current vehicle insurance carrier under existing coverage provisions at the time of employment and thereafter. Candidates for employment may not have more than 4 total points (or equivalent penalty) issued by a recognized licensing authority for driving-related violations on their driving record at the time of employment.

4. Ability to deal tactfully with the customers, the general public and co-workers as well as the ability to communicate effectively with fellow employees, customers 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.
5. Availability for a flexible and intermittent work schedule. 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.
6. 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.