



## **ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION**

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### **JOB OVERVIEW**

**Position Title:** Outlet Clerk -Florissant Fossil Beds

**Reports To:** Retail Outlets Manager, Mary Malvern

**Department:** Retail

**Position Type:** Non-Exempt – 2025 Seasonal, approximately April to September – Hours Variable up to 40 hours per week

**Compensation and Benefits:** \$20.50/hr. - \$21.00/hr.

- No benefits plan is available.
- Sick time is accrued at the rate of 1 hour for every 30 hours worked.

### **JOB DESCRIPTION**

This position is responsible for operating retail sales stores managed by Rocky Mountain Conservancy and assisting assigned staff in providing information to the public that visits Florissant Fossil Beds National Monument.

#### **Essential Duties/Responsibilities**

1. Conducts retail transactions in an accurate, efficient and friendly manner in accordance with policies and procedures.
2. Handles sales of merchandise using cash register and credit card machine.
3. Conducts cash and credit transactions.
4. Remits proceed as needed.
5. Maintains a clean and inviting retail sales area.
6. Restocking merchandise.
7. Answers questions and provides information to the public about programs, activities, and products.

#### **Other Duties/Responsibilities**

1. Assists staff as directed by answering questions from the public and distributing approved verbal or printed information.
2. Provides relief when other staff is on a break or otherwise engaged.
3. Other duties as needed.

#### **Supervisory Duties**

None.

## **JOB QUALIFICATIONS**

### **Knowledge, Skill and Ability**

This position requires the ability to effectively manage the assets of the retail location including proceeds of retail transactions, cash change reserves, and the merchandise and equipment used in the retail operation.

1. Ability and desire to consistently provide customer and visitor service.
2. Proven ability to work well with others and maintain a positive work environment required.
3. Knowledge in the fields of local natural and cultural history is desirable.
4. Knowledge of public land-managing agency policies, procedures and communication methods is desirable.

### **Education or Formal Training**

High-school diploma or GED required.

### **Experience**

1. Cash-handling experience required.
2. Customer service experience required.
3. Experience in marketing or sales is desirable.

### **Material and Equipment Directly Used**

The position requires the use of cash register, credit card machine, printers, FAX machines, copiers, telephones and asset control equipment such as safes and alarm systems.

### **Working Environment/Physical Activities**

A significant amount of interaction with park visitors of all ages required. May be directed, when necessary, to assist in the operation of the visitor center in case of emergency. Some weekend, Holiday and evening hours may be required, as well as off-site engagements at times. Facility management tasks include light cleaning, organizing and maintaining merchandise in an appealing manner. Standing for up to 8 hours and lifting up to 50 lbs.

**NOTE: THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR QUALIFICATIONS ASSOCIATED WITH THE JOB.**