

Job Title:	Trading Post Clerk	Property:	McNeil Scout Ranch at Peaceful Valley
Camp/Department:	Operations	Salary Level:	Based upon current salary chart
Location:	22799 N. Elbert Rd Elbert, CO 80106	Staff Supervisor?:	No
Reports to:	Trading Post Manager	Certifications Req:	No
Will Certify Applicant?:	Not Required	Driving Required?	No

Job Summary

Operate the camp trading post in a businesslike and Scout like manner. Help maintain a fully stocked store. Assist in cleaning of the store and concession equipment.

Job Description

ROLE AND RESPONSIBILITIES

- Open and close the trading post on time.
- Operate the store in a Scout like manner.
- Keep the store including store rooms, restrooms and the exterior clean including trash, windows, floors, dusting and sanitation/disinfecting of machines and store surfaces.
- Assist in maintaining an accurate store inventory.
- Communicate with the Trading Post Manager on inventory needs.
- Keep the store shelves, displays, refrigerators and freezers fully stocked at all times.
- Promote items to customers with the goal of upselling.
- Keep the vending machines stocked. Work with the Manager to achieve this.
- Run the register including processing payments. Keep the cash drawer(s) balanced.
- Sanitize (and winterize at end of season) all concession machines following instructions to maintain cleanliness in the off-season.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities. Assist with the cleaning of all camp areas including restrooms and showers.
- Other duties as assigned.

CERTIFICATIONS & REQUIRED TRAINING

- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- More training may be required as determined by Camp Management

REQUIRED FOR THE JOB

- Must be able to read, speak and write the English language
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be 16 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America

DIRECTLY SUPERVISES

- None

ADDITIONAL NOTES

- None