

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

**Job Summary**

Operate the camp trading post in a businesslike and Scout like manner. Supervise clerks to ensure smooth operation of the Trading Post. Ensure the store is fully stocked and clean at all times. Work with the Business Manager on procedures, practices, ordering, reporting and cash handling.

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Train, supervise and evaluate direct report staff.
- Open and close the trading post on time.
- Operate the store in a Scout like manner.
- Keep the store clean including storage rooms, restrooms and the exterior.-This includes trash, windows, floors, dusting and sanitation/disinfecting of machines and store surfaces.
- Communicate with the Business Manager on inventory needs.
- Stock vending machines with product and change.
- 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.
- Submit a “closing report” at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- 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 Council 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
- Retail experience is preferred but not required
- Must be 18 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
- Must have a minimum one year or season of retail experience.

**DIRECTLY SUPERVISES**

- Trading Post Clerks

**ADDITIONAL NOTES**

- None