

**THE RESORT AT PORT LUDLOW
POSITION DESCRIPTION**

FLSA:	Hourly / Non-Exempt
POSITION TITLE:	Store Clerk I
DIVISION/DEPARTMENT:	Marina
REPORTS TO (TITLE):	Marina Manager
SUPERVISES:	N/A
DATE (Revised):	2/01/02, 8/8/05, 7/17/07, 9/15/09

BASIC FUNCTION:

Provide customer service to store customers, guests, and local tenants, with the sale of store merchandise, moorage, fishing licenses and local Resort information. Handle the cash register, credit card transactions, phone calls, and VHF radio communications. Assist the Store Lead with grocery, sundry orders. Stock product, monthly inventories, night reconciliation of tills.

QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE

High School diploma/GED or equivalent
1-year retail sales experience preferred
Phone etiquette
Computer knowledge a plus

ESSENTIAL FUNCTIONS:

Customer service, Retail sales, Daily reconciling of cash register and credit card, Stocking merchandise, VHF communications, Provide support at fuel dock, and rental dock.

MARGINAL FUNCTIONS:

1. Fuel dock support
2. Equipment rental support
3. Restroom cleaning / Store cleaning
4. Uphold the company's Mission/Vision/Values

ENVIRONMENT:

Works mainly indoors, occasionally will administer fuel dock and rental fleet sales.

POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		X		
Standing			X	
Walking			X	
Bending Over			X	
Crawling		X		
Reaching			X	
Crouching			X	
Kneeling			X	
Balancing			X	
Pushing/Pulling			X	
Lifting/Carrying			X	
10lbs or less				
11lbs to 25lbs			X	
26lbs to 50lbs		X		
51lbs to 75lbs		X		
76lbs to 100lbs	X			
Over 100lbs	X			
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills			X	
Eye/Hand Coord.				X
Near Vision			X	
Far Vision			X	
Color Recognition			X	
Hearing			X	

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>
Working Outside	X	
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat	X	
Excessive Humidity/Dampness	X	
Noise/Vibrations		X
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas	X	
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles	X	
Working Around Machinery/Motorized Equip.	X	
Climbing on Scaffolds or ladders	X	

IMPORTANT DISCLAIMER NOTICE:

The job duties, responsibilities, skills, functions, experience, educational factors, and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as a circumstance or condition of its business, competitive considerations, or the work environment changes.

I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

NAME

DATE