

**JOB DESCRIPTION**  
**CAMPGROUND STORE**

**TITLE:** RETAIL STORE CLERK

**FLSA STATUS:** NON-EXEMPT

**GENERAL DESCRIPTION:**

This Retail Store Clerk operates the campground store through tasks involving staffing the counter, stocking the retail store, and data entry into financial, work order or graphic information system software.

**REPORTS TO:** Campground Manager

**SUPERVISES:** None.

**ESSENTIAL JOB FUNCTIONS:**

- Staffs the campground store and manage the check-out station.
- Inventories, stores, prices, and restocks merchandise displays in retail store: Takes inventory or examines merchandise to identify items to be reordered or replenished.
- Requisitions merchandise from supplier based on available space, merchandise on hand, customer demand, or advertised specials. Receives, opens, and unpacks cartons or crates of merchandise, checking invoice against items received. Stamps, attaches, or changes price tags on merchandise, referring to price list.
- Stocks storage areas and displays with new or transferred merchandise. Sets up advertising signs and displays merchandise on shelves, counters, or tables to attract customers and promote sales.
- Cleans display cases, shelves, and aisles.
- Itemize and total customer merchandise selection at check out counter, using cash register, and accept cash or charge card for purchases. Pack customer purchases in bags or cartons.

- Maintain an adequate filing system containing financial and contractual records. It is the responsibility of this position to ensure contracts, general correspondence, and other communications are filed systematically and maintained.
- Format and enter accurate data into accounting, spreadsheet, database or other programs to maintain financial records and manage accounts receivable and payable.
- Be strictly accountable for the amount of all property and cash entrusted to the custody of the clerk.
- Other duties as assigned, not to involve any work in ground or building maintenance or outside work.

## EDUCATION AND EXPERIENCE

High school diploma or GED.

Experience as a retail clerk. Experience with recreation or hospitality industry desirable.

- Knowledge of cash registers, Microsoft Word/Excel/Outlook and Quickbooks, and ability to learn new software as it becomes available.
- Knowledge of general retail practices and procedures.
- Ability to work independently, establishes priorities, exercise judgment and meet deadlines.
- Ability to communicate effectively orally and in writing, including with small children and adolescents.
- Ability to respond to and work effectively with the public and other employees.
- Must possess a valid, regular Wisconsin Driver's License.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in a retail store environment with standing for long periods of time, utilizing standard retail equipment and personal computer. The work includes lifting boxes of merchandise, supplies and materials weighing as much as 50 pounds, regularly. The work includes a great deal of reaching, movement of arms, walking around, standing, getting up and down to retrieve materials and files. The work involves constant use of a keyboard to operate a cash register.

The position requires the ability to read information on printed forms on document. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level is usually low. There is exposure to the chemicals emitted by office machines. There also is exposure to the products for sale, which may include allergens such as glutens, peanuts, tree nuts and fruits.