

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	General Store Coordinator	BAND/LEVEL:	NE/00
DEPARTMENT:	Recreation Services	JOB NO:	9215
DIVISION:	Golf Courses/Farmstead	DATE:	08/08/2018
REPORTS TO:	Supervisor, Concession Operations	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Temporary	COST CENTER:	531
REPLACES:	N/A	LAST REVISED DATE:	12/13/2010

JOB SUMMARY STATEMENT:

Manages the operation of the General Store, including training and supervising temporary staff. Responsible for customer service, sales, inventory control, ordering and daily monetary reconciliation. Researches and orders product for the General Store and is responsible for merchandising and appearance of store.

DUTIES AND RESPONSIBILITIES:

1. Manages the operation of the General Store including training and supervising temporary staff.
2. Manages sales, inventory control and daily monetary reconciliation.
3. Assists in the development of purchasing plan for General Store. Researches, orders product and responsible for merchandising and appearance of store.
4. Collects and counts cash from General Store operations and other revenue operations of the Farmstead.
5. Assists with inventory for all other revenue operations.
6. Maintains a service-oriented environment for patrons.
7. Performs other duties as assigned.
8. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
9. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education with additional courses in business or accounting or additional equivalent experience.
- Possession of an appropriate, valid driver's license.
- Must maintain an insurable driving record.

EXPERIENCE:

- One to two years experience in retail sales or an equivalent level of experience. Management or supervisory experience in a service oriented business or organization is beneficial.

SKILLS:

- Analytical skills.
- Attention to detail.
- Good organizational and time management skills.
- Good oral and written communication skills.
- Basic math and accounting skills.
- Working knowledge of windows-based PC software applications such as word-processing and spreadsheet.
- Interpersonal skills.

MENTAL REQUIREMENTS:

- Ability to supervise and train others.
- Ability to follow oral and written instructions.
- Ability to perform basic math and apply basic accounting principles.
- Ability to work in a hectic environment.
- Ability to learn and understand PC software applications.
- Ability to prioritize work.

PHYSICAL REQUIREMENTS:

- Ability to reach, stand, crawl, bend, climb, push, pull, walk for extended periods of time.
- Ability to lift 25 lbs. and transport 25 ft.
- Ability to operate point of sale system.
- Ability to make and receive phone calls.
- Ability to greet and assist the general public.
- Ability to operate city cars, trucks and golf carts.
- Ability to operate various office equipment such as adding machine, personal computer, copier.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct: Temporary employees.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.