

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	General Store Assistant	BAND/LEVEL:	NE/00
DEPARTMENT:	Recreation Services	JOB NO:	9278
DIVISION:	Golf Courses/Farmstead	DATE:	1/2011
REPORTS TO:	Supervisor, Concession Operations	FLSA STATUS:	N
FULL-TIME: _____	PART-TIME: <input checked="" type="checkbox"/> _____	TEMPORARY: _____	COST CENTER: 531

REPLACES: New

DATE:

JOB SUMMARY STATEMENT:

Assists in the operations of the General Store, including training and supervising part time staff. Assists in the daily operations such as customer service, sales, inventory control, ordering and daily monetary reconciliation.

DUTIES AND RESPONSIBILITIES:

1. Assists in the operation of the General Store including customer service and sales.
2. Assists with supervision and training of temporary staff.
3. Assists with merchandising and ordering of General Store product.
4. Collects and counts cash from General Store operations and other revenue operations of the Farmstead.
5. Assists with inventory for all 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.

Title: General Store Assistant
Cost Center: 531
Date: 1/2011
Page 2

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic high school education or equivalent or an equivalent combination of education and experience.
Possession of an appropriate, valid driver's license
Must maintain an insurable driving record

EXPERIENCE:

One year of experience in retail sales or an equivalent level of experience.

SKILLS:

1. Analytical skills
2. Attention to detail
3. Good organizational and time management skills
4. Good oral and written communication skills
5. Basic math and accounting skills
6. Working knowledge of various computer software applications
7. Interpersonal skills

MENTAL REQUIREMENTS:

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

PHYSICAL REQUIREMENTS:

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

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Indirect: 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.