

# Retail Store Clerk/ Receptionist

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Looking for a dynamic person to help in our store and at our reservation desk. Must be able to work weekends, holidays, and some week nights. Starting April 1 thru Oct. 31. Our busy seasons are: April – June and Sept – Oct.

## **About Us:**

MTR specializes in trail rider gear for equestrian enthusiasts. The store carries a limited supply of clothing, boots, rain gear, tack and horse supplies. An MTR Outpost store employee is responsible for greeting customers and maintaining the appearance of the store, as well as, checking folks in for the weekend and making reservations. Job entails answering phones, directing calls watching and helping with merchandise and keeping the store clean.

## **Responsibilities:**

- Answer telephone, answer questions and direct calls where they need to be.
- “Checking in” guests for the campground, showing them the trail maps and explaining amenities.
- Keeps retail areas in order; this includes dusting, vacuuming, hanging and folding items neatly, and keeping the dressing rooms clear of clothing and clean.
- Assists customers in finding items and answering questions and ring them up

## **Some of the Daily Duties:**

- All shelves and merchandise needs to be dusted weekly. That includes purses, boots, saddles, and jewelry and grocery supplies.
- Cleaning glass on doors, windows, ice cream cooler daily.....no figure prints please.
- Make sure light bulbs are changed and the lighting is adequate for the display
- Front porch is cleaned off and plants watered
- Rugs, swept, vacuumed, clean
- Receiving/Store room is organized and clean.....hangers organized according to size
- Keep displays cleaned and neat
- Dressing room picked up and cleaned twice daily
- Stair way, floor and counter tops need kept clean daily
- Checking on guest’s rest room behind dining hall

## **Preferable Qualifications:**

- Retail store experience, understanding of POS computer system, ability to learn Campground Master Software.
- Understands horses, or has some experience with horses, camping, riding, etc.
- Understand how to email, attach items, and working knowledge of Micro soft office.
- Understanding of equine products or have the ability to learn the basics
- Appearance must be neat and tidy
- Prefer employees to wear boots and jeans that depict the lifestyle of equestrians