



## JOB DESCRIPTION

<b>POSITION:</b>	Sales Clerk Part-Time
<b>DEPARTMENT:</b>	Gift Shop
<b>SUPERVISOR/TITLE:</b>	Gift Shop Manager
<b>CLASSIFICATION:</b>	Hourly
<b>HOURS:</b>	Flexible Schedule Part-Time: Approx. 12 to 25 hours per week Monday-Sunday

**POSITION DESCRIPTION SUMMARY:** The Gift Shop Sales Clerk provides customer service to members and visitors at the Zoo.

### DUTIES:

- Greet all visitors in the ZooShop and provide customer service.
- Operate cash register for sales transactions.
- Intake and price merchandise. Stock and restock merchandise in Gift Shop
- Maintain and seasonally change store displays
- Keep a neat and clean store.
- Other duties as assigned.

### QUALIFICATIONS:

- Demonstrate strong cashier, customer service and communication skills.
- Sales experience preferred.
- Computer competency required.
- Flexible schedule.
- Ability to work well with team members and switch tasks as need requires.

### PHYSICAL REQUIREMENTS:

- Ability to work standing for extended periods of time.
- Some lifting < 30 lbs.

All interested applicants must submit a current resume and cover letter describing their qualifications as they relate to the duties of the position. Electronic copies are encouraged and may be submitted to: [zooshop@senecazoo.org](mailto:zooshop@senecazoo.org) with the phrase Sales Clerk Search in the subject line or by hard copy to Sue DeCaro, Gift Shop Manager, Seneca Park Zoo, 2222 St. Paul Street, Rochester NY 14621.

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