



## JOB DESCRIPTION

**POSITION:** Sales Clerk Part-Time  
**DEPARTMENT:** Gift Shop  
**SUPERVISOR/TITLE:** Gift Shop Manager  
**CLASSIFICATION:** Hourly/Seasonal  
**HOURS:** Part-Time: 10 to 20 hours, Monday-Sunday **daytime** hours

**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, available from 9am – 6pm.
- 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. **All applications must be received by February 2, 2019.**

*The Seneca Park Zoo Society is an Equal Opportunity Employer*