



Broad Creek Memorial Scout Reservation

POSITION: TRADING POST MANAGER (21 or above)

REPORTS TO: Camp Director (direct supervisor)

SUPERVISES: Trading Post Clerks assigned

ESSENTIAL RESPONSIBILITIES:

1. Retail sales experience preferred.
2. Must be able to inventory all equipment and merchandise weekly and report them to Camp Director.
3. Inventory, properly box, and complete appropriate paperwork at the end of the season.
4. Keep accurate records of sales.
5. Lift and carry Trading Post items that weigh up to 35 lbs.

GENERAL RESPONSIBILITIES:

1. Clean and prepare the Trading Post building and surrounding area before camp opens and inform the Camp Director of any needed maintenance or repairs.
2. Practice good salesmanship and sales promotion.
3. Keep the Trading Post and surrounding area neat and clean.
4. Report when inventory on any item becomes low.
5. Turn in to the Camp Director each evening and receive a receipt for accurately counted monies.
6. Follow business-recording procedures as instructed during staff training.
7. Maintain temperatures on coolers and freezers for the Health Department and promptly report any failure of the equipment to maintain proper temperature.
8. Open and close the Trading Post on time.
9. Maintain strict security measures by checking to make sure all locks, doors, and windows are secure when the Trading Post is closed or unable to be attended.
10. Provide a friendly and helpful welcome to all visitors and customer and serve all customers in a courteous manner.
11. Abide by all policies as per the *Staff Guidebook*.
12. Carry out projects to camps' overall improvement.
13. Complete all additional duties as assigned.