

Convenience Store - Front Desk

Summary

This position is 32 hours per week mainly on an evening, weekend and conference days rotation. Some weeks will be less than 32 hours and the hours would carry over (not more than 15 hours) to handle the high traffic during conference weeks.

This Position will be responsible for providing excellent customer service at our front desk location assisting SPE's, Hotel Guests and residents purchase toiletries, after-hours meals and snack items as needed.

Knowledge, Skills and Abilities

- Work the 'Cake' register
- Cash handling including giving correct change
- Ability to open and close the register
- Maintain inventory
- Submit orders on a bi-weekly basis
- Source items as needed for guests
- Expand item sales
- Merchandise product
- Some lifting (up to a case of water), bending, squatting and standing for extended periods
- Self-starter
- Problem solver

Minimum Qualifications

- HS Diploma or GED
- Must be able to follow directions
- Basic computer skills (e-mail, inventory, timesheets)
- Basic math and money handling
- Working independently and as a team

Success Factors

- Enjoys working independently
- Enjoys interacting with people
- Continually improve job processes and procedures
- Provides friendly customer service