

ALASKA WILDLIFE CONSERVATION CENTER JOB DESCRIPTION

Title: Admissions & Retail Clerk
Category: Full-time or Part-time Seasonal
Reports To: Admissions & Retail Supervisor
FLSA Status: Non-Exempt

General Function

Responsible for cheerfully greeting and welcoming visitors. Inputs daily transactions for individual visitors, commercial tour operators, and special events participants. Ensures visitors are aware of rules and policies upon entering campus. Opens and closes gates around the center in time with our hours of operation. Assists visitors with gift store purchases.

Major Activities (Typical Duties/Responsibilities)

- Ensures effective and clear communication with the Admission & Retail Manager, as well as all other AWCC department managers and staff.
 - Contributes to a productive, respectful, and positive work environment. Assists other departments as directed to ensure a team atmosphere.
 - Ensures all money and vouchers are accounted for properly using sound cash handling procedures.
 - Assists in displaying inventory in the gift shop.
 - Assists guests with purchases
 - Responsible for complying with policies and procedures.
 - Assists in keeping the ticket booth and *Be Wild Gift Shop* clean and tidy.
 - Performs other incidental and related duties as required and assigned.
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Required Skills/Abilities

- Ability to work in a team environment to help achieve AWCC's goals and objectives.
- Strong communication skills, both written and oral.
- Must possess a positive and respectful attitude.
- Excellent customer service skills.
- Exceptional work ethic, attention to detail and time management skills.
- Highly proficient sales and cash handling skills.
- Ability to listen, learn, understand, and follow instructions and directions.
- Knowledge of admissions operations, including practices and techniques of credit card transaction processing and cash handling.

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- Skill in operating personal computer.
- Skill in establishing and maintaining cooperative working relationships with other employees.
- Ability to work directly with the public, providing information and assistance as needed.
- Must be able to work a flexible schedule including weekends as needed
- Proven ability to effectively work in a fast-paced environment
- Efficient and organized
- Must have a valid driver's license

PREFERRED QUALIFICATIONS (education, experience, skills)

- A minimum of 2 years of related experience.
- Cash handling in a fast-paced environment
- A basic knowledge of the area and its surroundings

DATE: _____ EMPLOYEE PRINTED NAME: _____

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