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## **Oaks Park Gift Shop Attendant Job Description**

**Reports to:** Gift Shop Supervisor and or Gift Shop Manager  
**FLSA:** Hourly  
**Approved By:** Chief Executive Officer, HR Director and Operations Director

### **Position Summary:**

As an Oaks Park gift shop attendant, you are responsible for selling gift shop merchandise, maintaining inventory, and stocking shelves. Ensure the cleanliness of the gift shop and storage areas. You set the tone for each guest who visits Oaks Park through your positive attitude while assisting guests, along with keeping areas clean and looking great.

### **Essential Duties and Job Responsibilities:**

- Welcome and greet customers, answer questions and provide excellent customer service to contribute to an overall memory making experience.
- Provide consistent, friendly and helpful service to guests and coworkers.
- Complete pre-opening preparations.
- Assist in merchandising functions including store displays and design.
- Assist with receiving inventory items, including stocking and pricing merchandise.
- Encourage sales when appropriate by suggesting items to guests.
- Operate Point of Sale system.
- Adhere to Oaks Park cash handling policies and procedures.
- Assist with training of new staff to ensure standard operating procedures are followed.
- Maintain safety standards at all times for our guests, yourself and other park employees.
- Inform Director, Manager(s), or Lead/Supervisor on duty of any significant concerns and or problems.
- Perform other work as assigned which may not be listed above. These duties may change with or without notice.

### **Qualifications:**

- Must be 14 years old or older.
- Mathematic proficiency required to handle cash transactions.

- Must be assertive in sales and have an outgoing personality.
- Able to prioritize concurrent tasks with minimal direction.
- Point of Sale experience preferred.
- Knowledge of computer equipment.
- Effective verbal and communication.

**Knowledge, Skills and Abilities:**

- Communicate and provide consistent, friendly and helpful customer service to guests and all park employees.
- Must be able to respond appropriately to guests with concerns and complaints.
- Stay focused on the job while assisting other guests.
- Ability to follow all safety practices.
- Work independently and as part of a team.
- Able to be on time when scheduled.

**Physical Demands:**

- Constantly using hands for grasping and holding objects necessary for performing duties.
- Able to twist, bend, stoop, reach and or kneel or otherwise be able to move objects.
- Able to lift up to 50 pounds in place or move across a distance, or up to 20 pounds of frequent or constant lifting.
- Able to stand for several hours at a time.

**Schedule:**

- MUST be able flexible to work all shifts, days, evenings, weekends and holidays. The park operates seasonally from March to possibly the end of October. Starting 6 days a week in mid-June, Tuesday – Sunday (with some Monday openings). Some shifts start as early as 8:00 am and may end as late as midnight.

**Wage:**

- This is a part time, seasonal position and is considered nonexempt, which means you are eligible for overtime pay when over 40 hours are worked in a given week. Wage is current Oregon, City of Portland, minimum wage.

Oaks Park welcomes people from all walks of life and is an inclusive workplace. We believe a great team makes the dream work! Oaks Park is a drug free workplace and pre-employment drug screen and background check are required.