

**The City of South Bend  
Position Description**

**Job Title:** Retail Clerk

**Department:** Potawatomi Zoo Gift Shop / Parks and Recreation

**FLSA Status:** Part Time, NE/NB, Peak season April – November

**Hours:** 32 – 39 hours per week

**Revised Date:** 2/16/10

**POSITION SUMMARY:**

Assist guest in purchases of zoo inspired merchandise.

**ESSENTIAL FUNCTIONS:**

Customer service, operate computer POS system, inventory, tagging and organizing merchandise, create interesting displays for merchandise, sell pony ride tickets, vacuum, dust and clean windows. Participate in special zoo events both on and off grounds and answer general zoo questions.

**QUALIFICATIONS:**

Good attendance, cash handling, experience a plus, able to stand for long periods of time, stairs, ability to operate computers.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None required.

**EQUIPMENT:**

Computers, telephones, vacuum.

**PHYSICAL DEMANDS:**

Standing, bending, lifting up to 50 pounds, carrying items up and down stairs, walking.

**WORK ENVIRONMENT:**

Fast paced guest service area.

**DRUG TEST REQUIRED:**

Yes