



Beach Stores - Retail Clerk Job Summary

Reports to: Retail Manager

Seasonal

\$17.00 Hourly Non- Exempt Position

Job Overview:

The Retail Clerk plays a pivotal role in the daily operations of the seasonal beach stores at Whiskeytown Marinas, LLC: Brandy Creek Beach Store and Oak Bottom Beach Store. Each store operates with a team of two seasonal employees. The Retail Clerk's responsibilities encompass a wide range of tasks, including sales, opening and closing the shop, managing tills, serving food, providing exceptional customer service, and actively promoting the diverse offerings of Whiskeytown.

Core Responsibilities:

- Opening/Closing Beach Store
- Selling Merchandise and Food
- Food Handling and Storage
- Customer Service
- Till Management/Deposits
- Properly Using Retail POS System
- Maintaining a Food Service Area, following Code
- Cleaning and maintaining entire Store

Additional Responsibilities:

- Assisting in other locations on the lake as needed: Providing support at other Whiskeytown Marinas locations as required, with appropriate training provided.
- Occasional overtime: Working additional hours as needed to meet business demands, especially during peak season.
- Knowledge of general Park and WM, LLC rules and regulations.

Whiskeytown Marinas, LLC

Qualifications and Skills:

- Excellent customer service and communication skills.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.
- Basic math and cash handling skills.

Physical Demands:

- Ability to stand for extended periods.
- Ability to lift and carry up to 25 pounds.
- Ability to work outdoors in various weather conditions.

Benefits:

- Gain valuable experience in the marina and recreation industry.
- Enjoy a dynamic and engaging work environment.
- Opportunity to work outdoors and on the water.
- Potential for professional growth and development.

Work Schedule:

- This position may require a flexible schedule, including weekends and holidays, depending on business needs. Hours can vary from 25-40 hours a week.
- Typical work hours may vary by location and seasonality.
- Occasional overtime may be required during peak periods or special events.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required for this position. Duties, responsibilities, and activities may change at any time with or without notice

EEO Statement: Whiskeytown Marinas LLC is an Equal Opportunity Employer.

At-Will Employment: I understand that my employment with Whiskeytown Marinas LLC is considered at-will, meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice. This job description is not a binding contract, and signing this document does not change the fact that Whiskeytown Marinas LLC is an at-will employer.

Signatures: This job description has been approved by management:

Manager: _____ Date: _____

Whiskeytown Marinas, LLC

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____ Date: _____

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Company guarantees every applicant for employment and every employee the right of equal treatment without regard to race (including traits associated with race, such as hair texture and protective hairstyles), sex (including pregnancy, childbirth, and related medical conditions), reproductive health decision-making, religion, creed, color, national origin, citizenship, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, gender identity or expression, genetic characteristics, veteran's status, age, lawful off-duty use of cannabis, usage of leave rights permissible under the Family Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA), or any other characteristic protected by Federal, State or local law.