



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Job Description: Retail Sales Attendant

Non-Exempt: Hourly worker and **Summer Seasonal Worker**

Position Summary:

Retail Sales Attendants are responsible to learn product information, sell merchandise, operate cash registers, and assist customers to provide the customers with a great Medora shopping experience.

Essential Job Functions:

- Retail Sales Attendants are responsible for the running of the cash register and ensuring the proper check-out process is followed.
- Maintain the cleanliness and orderliness of the gift shop by dusting and vacuuming, washing the windows and doors, and straighten the merchandise.
- Replenish the supply of gift shop items that are under stocked.
- Greet customers and offer assistance.
- Become familiar with the products and share knowledge with customers.
- Inform the customers about purchasing incentives.
- Notify customers about the attractions in Medora, including the Medora Musical.
- Be available to work shifts at the Medora Musical retail establishments, and other positions up at the Musical.
- Participate in workplace safety training sessions.

Other Responsibilities:

- All other duties as assigned by the Retail Director and/or Store Manager.

ADA Requirements

- Continuously
 - Talk
 - Hear
 - Repetitive use of hands/arms
- Frequently
 - Walk
 - Reach overhead with arms
 - Grasp
 - Visual acuity to determine accuracy, neatness and thoroughness of work assigned, close proximity use of computer software and determine safety of workplace surroundings for themselves and guests.

- Occasionally
 - Climb
 - Push
 - Pull
 - Stoop
 - Lift up to 25 pounds
 - Carry up to 25 pounds
- Environmental Conditions
 - Continuously working indoors primarily in the retail gift shops.
 - Occasionally working outside in hot conditions when working at the Medora Musical.

Qualifications and Education Requirements:

- Must be friendly and pleasant.
- Must be knowledgeable in the operations of cash registers and credit card machines.
- Must possess knowledge of retail or be willing to learn. Previous retail experience preferred, but not required.
- The job requires a person to stand for their shift.

Supervision:

- Supervised by the store manager.
- This is not a supervisory role.

Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.