

Job Descriptions

JD-906

- A. Position. Grace Harbor Provision Co Associate
- B. Essential Job Functions. Staffs Grace Harbor Provision Co in an efficient, courteous, and professional manner that maintains high standards of service and hospitality.
- C. Duties and Responsibilities
  - 1. Greets and assists customers, members and guests with primary responsibility for staffing the retail store for the sale of clothing, equipment, and snacks, with responsibility for cleanliness and appearance of the store area, daily cash register balance and inventory count and reconciliation.
  - 2. Makes coffee and maintains beverage station throughout the day.
  - 3. Receives, unpackages, and checks in merchandise and food orders. Arranges displays of goods.
  - 4. Assists in answering phones for the Provision Co and other depts as needed.
  - 5. Maintaining cleanliness of sales floor, stock room, building, porches and facilities.
  - 6. Other duties as assigned.
- D. Reports To. Grace Harbor Provision Co Supervisor
- E. Supervises. No supervisory duties are included in this position.
- F. This position is subject to overtime.