



Gift Shop Attendant Job Description

Direct Supervisor: Deputy Director

The Gift Shop Attendant is responsible for sales of Castle in the Clouds merchandise, admission tickets, and memberships. Working individually or with a team member, employees must maintain professionalism and courtesy to all guests who visit the property. A general knowledge of the estate as well as schedule of events will be necessary to help answer questions and sell tickets on a daily basis. The Gift Shop Attendant reports to the Deputy Director.

Essential Duties and Responsibilities include by are not limited to:

- Greet all guests in a professional and friendly manner
- Demonstrate excellent customer service and sales skills
- Process retail sales using Aloha POS system
- Complete cash and credit card sales
- Have a general knowledge of merchandise and prices
- Take inventory as needed; alert the Deputy Director or Gift Shop Lead when stock is running low
- Organize and clean the Gift Shop on a daily basis
- Make sure all merchandise is presentable and well stocked
- Balance cash and credit cards sales with shift supervisor following each shift
- Provide visitors with general information about Castle in the Clouds and surrounding area, including programs and events, daily operations, and general area directions
- Help create a positive experience for all visitors
- Additional duties as assigned by Deputy Director

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities or difficulty to perform the essential functions.

Education/Experience

- High school diploma or 1 to 3 months related experience is preferred but not required
- Experience handling credit card and cash transactions preferred

Skills/Abilities

- Good communication skills, both oral and written
- Good customer service skills and sense of public relations
- Ability to count money and make change accurately
- Ability to listen and follow instructions
- Ability to solve problems quickly and independently
- Ability to work well in a fast paced environment

Other Qualifications:

- Must be able to stand for extended periods of time

Employment Type: Part time, Seasonal **Starting Pay Range:** \$9 to 9.50 an hour

Interested applications should send a resume with references to:
Castle in the Clouds Attn: Deputy Director, PO Box 687 Moultonborough, NH 03253 or email to deputydirector@castleinthecLOUDS.org