

## Denver Area Council – Peaceful Valley Scout Ranch

<b>Job Title:</b>	Trading Post Clerk	<b>Property:</b>	Peaceful Valley Scout Ranch
<b>Camp/Department:</b>	Operations	<b>Salary Level:</b>	Grade 1
<b>Location:</b>	22799 N. Elbert Rd Elbert, CO 80106	<b>Staff Supervisor?:</b>	No
<b>Reports to:</b>	Trading Post Lead or Manager	<b>Certifications Req:</b>	No
<b>Will Certify Applicant?:</b>	Not Required	<b>Driving Required?</b>	No

### Job Summary

Operate the camp trading post in a businesslike and Scout like manner.

### Job Description

#### ROLE AND RESPONSIBILITIES

- Open and close the trading post on time.
- Operate the store in a Scout like manner.
- Keep the store including store rooms, restrooms and the exterior clean including trash, windows, floors, dusting and sanitation/disinfecting of machines and store surfaces.
- Communicate with the Trading Post Manager on inventory needs.
- Keep the cash drawer(s) balanced.
- Meet or exceed sales goals.
- Sanitize (and winterize at end of season) all concession machines following instructions to maintain cleanliness in the off-season.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities.
- Other duties as assigned.

#### CERTIFICATIONS & REQUIRED TRAINING

- Youth Protection (Online Prior to Camp)
- BSA Program Safety (Online Prior to Camp)
- FEMA Multi-Hazard Planning for Child Care (Online Prior to Camp)
- BSA Unlawful Harassment Prevention (Online Prior to Camp)
- Standard Precautions Training (Provided by the Council)

#### REQUIRED FOR THE JOB

- Must be able to read, speak and write the English language
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be 16 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America

#### DIRECTLY SUPERVISES

- None

#### ADDITIONAL NOTES

- None