



Town of Eagle

Job Description/Role and Responsibilities

Position Title: Information Center Merchandise Receiver-Stocker

Reports to: Information Center Supervisor

FLSA Status: Non-exempt, part-time, seasonal

Season: February – September, heaviest hours in the summer (averaging between 20-50 hours monthly)

Location: 100 Fairgrounds Road, Eagle, CO

Pre-Hire Requirements: This position requires successful completion of a criminal background check.

Job Summary: A member of the Information Center Team, this position is both front line and behind the scenes. Will receive and stock merchandise. Must represent the Town of Eagle in a positive way that benefits visitors, the town and local businesses.

Essential Functions:

1. Assists with restocking, pricing and unpacking of merchandise
2. Checks in orders and prints price tags on computer
3. Handles public inquires in person and on the telephone
4. Restocks brochures and merchandise on sales floor
5. Ensures cleanliness of the Center
6. Assists Information Center Supervisor as needed with various other tasks

Other Duties: 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.

Core Competencies:

Professionalism

Communication Skills

Good judgement and ethical conduct

Detail Orientation

Friendly and outgoing personality

Results driven, initiative

Teamwork

Safety Oriented

Education, Training and Certifications: High School or equivalent

Skill Requirements:

1. Knowledge of receiving and stocking merchandise
2. Skill performing basic math calculations while tracking inventory
3. Ability to operate a cash register
4. Ability to work with different personalities of visitors
5. Computer experience

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk, squat, bend, kneel and reach. This position requires lifting up to 50 pounds, carrying up to 50 pounds, pushing and pulling up to 35 pounds and manual /finger dexterity for filing, sorting, stamping, folding,

Environment: This position primarily works indoors at the town information center with regulated temperatures and moderately quiet office/retail environment. This position may work outdoors for a short period each day to coordinate with shipping companies where extreme weather and temperatures changes may occur.

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

Employee Signature:

Date:

Print Name: