

CAMP AUGUSTINE

OVERLAND TRAILS COUNCIL, BOY SCOUTS OF AMERICA

POSITION DESCRIPTION

Position title: Trading Post Manager

Reports to: Camp Director

POSITION PURPOSE

The Trading Post Manager operates all aspects of the camp trading post in a professional manner.

DUTIES AND RESPONSIBILITIES

- Work with the Camp Director, Ranger, Scout Shop Manager, and National Supply Representative in ordering the initial inventory for the trading post.
- Generate an opening inventory.
- Oversee the setup and teardown of the trading post including merchandise display, pricing, floor layout, and merchandise storage.
- Provide a high level of customer service to all campers, leaders, and guests.
- Supervise the Trading Post Assistant.
- Create hours of operation and open and close the trading post on schedule.
- Responsible for the cleanliness of the trading post, concession area, back rooms, and porch.
- Keep shelves, displays, and coolers clean and well stocked.
- Maintain list of inventory that needs to be reordered and give that list to the Camp Director daily.
- Keep accurate records of daily receipts, count out drawers each night, prepare Trading Post Daily Sheet, and turn in money to be deposited to the Camp Director.
- Take weekly inventory of all merchandise and compare with the inventory kept in Square.
- All other duties as assigned.

QUALIFICATIONS

- Must be at least 18-years-old.

DIRECT REPORTS

- Trading Post Assistant