



**CITY OF**  
**STAUGUSTINE.**  
**EST. 1565**  
**PERSONNEL**  
**MANUAL**

3.	Job Description
3.2	General Employees
3.2.127	Gift Shop Clerk

**Job Position**                      Gift Shop Clerk (Part-time)  
**Department**                      General Services  
**Division**                              Visitor Information Center Gift Shop

**Job Description**

This work involves clerical responsibilities in gift shop operations including inventory control, retail sales and customer service. Performance of duties include operating cash register, drink machines, and complete daily reports. Clerk maintains inventory and follows cost/loss controls procedures. Work is performed under the general supervision of the Gift Store Coordinator and Visitor Services Manager.

**Job Responsibilities**

Oversees and maintains at all times substantial inventory, monies and supplies. Responsible for having an up to date knowledge of inventory on hand and location in stockroom.

Accepts and oversees inventory and deliveries to the gift stores.

Accurately lists and balances daily shift reconciliations, inventory listings and manual inventory sheets. Responsible for organizing merchandise by inventory numbers and prices. Completes reports as required.

Assists Gift Store Coordinator in implementing new ideas and concepts to enhance gift shop operations, increasing revenues and decreasing expenses. Responsible for setting up new displays.

Responsible for gift shop security, visitor safety and maintenance of facilities and equipment. Maintains constant surveillance of the gift shop and visitors.

Stocks shelves and displays as needed. Advises Gift Store Coordinator of low stocks or re-order requirements.

Maintains general cleanliness of gift shop and storage area.

<b>ISSUE DATE</b> 06/10/1997 <b>REVISION DATE</b> 02/12/2018	<b>APPROVED BY</b>  <p style="text-align: center;">John P. Regan, City Manager</p>	<b>PAGE</b>  <p style="text-align: center;">1</p>	<b>PAGES</b>  <p style="text-align: center;">2</p>
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Job Responsibilities (con't).

Exercises high standard of visitor and public relations. Maintains an excellent attitude toward visitors, management and other employees.

Advises and assists visitors and information hosts.

Subject to shift work, weekends, overtime, holiday or emergency call-in as required.

Performs other related duties as assigned.

Education, Training and Experience

High school diploma required. Considerable experience in retail sales and/or gift shop operations.

Driver's License Requirement: Valid Florida Driver's License Classification NONE.

Physical Demands

The physical demands representative of those that must be met to successfully perform the essential functions of this job. Although the position is clerical in nature it does require the employee to stand and move constantly; kneel, bend, and reach frequently; and able to move merchandise/inventory from the Parking Garage to the Visitor Information Center. Employee must have arm, hand, and finger dexterity in order to perform sales transactions and restocking duties; and be able to frequently lift or move items up to 15 pounds and occasionally lift or move items up to 40 pounds. The employee is constantly required to communicate and exchange information courteously, effectively, and promptly with the citizens, visitors and other City staff.

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