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STATE LANDS DIVISION

5 Rivers ~ Alabama's Delta Resource Center
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5 RIVERS DELTA RESOURCE CENTER

EMPLOYMENT OPPORTUNITY

CLERK – CYPRESS GIFT SHOP & WELCOME CENTER

The Alabama Department of Conservation and Natural Resources, State Lands Division, seeks to hire a Resort Worker to serve as a Clerk in the Cypress Gift Shop and Welcome Center at the 5 Rivers Delta Resource Center in Spanish Fort, Alabama. To learn more about this facility, please visit www.alabama5rivers.com.

CLASSIFICATION INFORMATION

The Resort Worker classification is skilled or semi-skilled work involving the performance of a broad variety of assignments associated with the operation of state facilities. Employees in this class perform a variety of tasks associated with operation of various facilities, including retail operations, scheduling and monitoring entertainment events, assisting in marketing, sales, reservations, and general promotion of facility programs. Work involves odd and irregular work schedules frequently including nights, weekends and holidays. Work is assigned by a superior and supervision may be exercised over laborers or parks workers.

SALARY & BENEFITS

Pay Grade: 46 (\$819.80 - \$1158.60, Semi-monthly)

This is a full time, salaried *non-merit* position. Benefits include thirteen paid holidays each year, accrued annual and sick leave, health insurance, and retirement.

SPECIFIC JOB RESPONSIBILITIES/SKILLS

- Greets public and provides information about facilities, programs, and store merchandise, and general information.
- Maintains store appearance; receives and merchandises inventory.
- Operates point of sale system and processes payments cash/check/credit cards.
- Monitors store inventory, performing routine spot checks and annual physical inventory.
- Provides administrative support to Gift Shop Manager for office duties.
- Assists Manager with facility marketing and outreach and planning/implementation of promotional events.
- Assists with website and social media updates, as directed.
- Cross trains with educational and rental event programs in order to provide support as directed.
- **MUST** be computer proficient.
- Physical labor is involved, including lifting of boxes, setup of event spaces, and general cleaning/custodial work.
- Occasional nighttime and routine weekend work is to be expected.
- Salary based on 40-hour work week; Compensatory time off accrues in lieu of overtime pay.

MINIMUM QUALIFICATIONS

High School Graduation. Previous retail/hospitality experience preferred.

HOW TO APPLY

- 1) Complete a State of Alabama Application for Examination Form. A copy of the form can be downloaded from <https://personnel.alabama.gov/Downloads/StateApp.pdf>. You may also pick one up at 5 Rivers.
- 2) Return completed application to 5 Rivers Delta Resource Center, attention: Ben Bloom, Cypress Gift Shop and Welcome Center Manager. You may attach a resume to the completed application.
- 3) Applications must be received by **5 p.m., June 23, 2017**. Applications received after this date may not be considered.