



Silver Bay YMCA

Position: The Store Clerk

Position reports to: Store Manager & Store Team Leader

Classification: Seasonal/Non-Exempt

General Function: To serve members and guests in the Silver Bay store and to make that facility an inviting place for guests to meet and relax.

Know How: The ability to work with people is required. Experience with a cash register and making change. Being able to follow written and verbal directions.

- Principle Activities:**
- Stock the ice cream fountain with necessary supplies prior to the store's opening each day or at the change of each shift. This involves keeping an accurate inventory of supplies, food and beverages.
 - Know how to make each of the items offered through the soda fountain. Be able to make them in a timely and accurate manner.
 - Stock the pizza shop with necessary supplies prior to the opening of the pizza shop each day.
 - Provide pleasant service to the guests from behind the counter of the ice cream fountain and the pizza shop.
 - Operate the cash register and collect the appropriate amount for purchases from the ice cream fountain and the pizza shop.
 - Keep the store neat and clean inside and out. This includes clearing tables and wiping them on a regular basis.
 - Clean the store at closing time, including cleaning and closing down all equipment, mopping the floor, stacking the chairs, and other tasks as required by the Store Team Leader.
 - Attend all trainings and staff meetings.
 - Any other duties as assigned.
 - As a 24-hour operation all staff may be asked to work weekend, evening or night shifts and/or holidays in order to serve our members, guests and program participants.

Submit Applications to: clastowski@silverbay.org



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