

## YUROK ECONOMIC DEVELOPMENT CORPORATION

|   |  |              |             |             |                       |
|---|--|--------------|-------------|-------------|-----------------------|
| Job Title:  | <b>Klamath Jet Boats Reservationists</b> |              |             | Job Code    | <b>Grade 3 Step 1</b> |
| Department  | <b>YEDC</b>                              | Program Area | <b>YEDC</b> | Location    | <b>Klamath</b>        |
| Reports To:   | <b>YEDC Executive Director</b>           |              |             | FLSA Status | <b>Non-Exempt</b>     |
| <b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b> |  |              |             |             |                       |
| Salary Range  | <b>\$12.00 - \$14.00 per hour, DOE</b>   |              |             |             |                       |

**POSITION SUMMARY:** Under the direction of the Yurok Economic Development Corporation. Sales associate is responsible for selling River tours, taking and recording reservations for future river tours and selling retail merchandise.

### **DUTIES AND RESPONSIBILITIES:**

1. Maintains courteous, tactful relationship with customers
2. Performs other tasks and duties assigned by the Jet Boat Manager
3. Take initiative to keep the store organized including stockroom, and office area.
4. Take reservations over the phone, through the web site reservation system, and reservations made at the counter.
5. Inform customers of the surrounding area for referrals to local hotels, attractions, restaurants, campgrounds, hiking trails etc.
6. Issue tickets and gift certificates
7. Provide service to customers in a fast, friendly manner.
8. Take tickets and assist in loading boats.
9. Open gate when tour returns
10. Make coffee, stock shelves, clean and prep gift store
11. Clean bathrooms and gift shop
12. Water lawns and light weeding
13. Dress Code adhered to Jet Boat Shirt (provided)
14. Any job duties given to by supervisor
15. Sell Retail merchandise

### **MINIMUM QUALIFICATIONS:**

1. Excellent interpersonal skills in relating to customers and staff, maintain a good attitude and sense of humor.
2. Computer skills, cash register knowledge, and cash handling experience

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### **SUPERVISORY RESPONSIBILITIES:**

N/A

### **EDUCATION/EXPERIENCE:**

1. High School Diploma or GED equivalent ( High School Diploma PREFERRED)

### **CONDITIONS OF EMPLOYMENT:**

- All applicants must pass a pre-employment drug/alcohol test.
- When necessary must be able to lift 25-50 pounds.
- All applicants are subject to the Yurok Tribe's Drug and Alcohol Free Work Place Policy including employment screening.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.