



## Photo Sales Supervisor Job Description

**Job Title:** Photo Sales Supervisor  
**Department:** Retail  
**Reports to:** Assistant Retail Manager & Retail Manager  
**FLSA Status:** Non-Exempt

### Job Summary:

The Photo Sales Supervisor is responsible for assisting with all daily functions needed to operate the photo operation and gift shop including driving sales, supervising personnel, inventory handling and stock organization.

### Duties/Responsibilities (Essential Functions):

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

- Assist the Gift Shop Manager and the Assistant Manager in all aspects of managing the photo operation and gift shop.
- Assist the Manager and Assistant Manager in the performance of duties not associated with Photo/Sales Associate duties, such as training, daily sales reports, opening and closing of shop, register close-out, bank deposits, refunds, inventory control, etc.
- Understands and exercises the duties and responsibilities of a Photo/Sales Associate.
- Willing to work in each retail store at facility as needed.
- Review park reservations and coordinate daily staff coverage for all photo shoots, photo processing and photo viewing stations.
- Maintains high customer service standards with an emphasis on upselling print photos and photo related merchandise.
- Active participation in the processing and sales of all photo to capitalize on all upsell opportunities
- With Management, helps to coordinate the hiring, training, and ongoing development of photo team members
- Update necessary Daily Photo Reports and monitors performance to budget.
- Coordinate the transfer of approved photos to Marketing hard drive and deliver to marketing office weekly (No later than Friday morning)
- Monitors stock levels of all photo supplies, communicates reorder needs to Gift Shop Manager
- Maintains clean, neat and organized photo stations, ensure equipment is properly cared for at all times.
- Responsible for ensuring service standards and sales projections are achieved.
- Ensures cash control procedures established by Coral World Ocean Park & WTCNM are instituted and scrupulously respected within the department.
- Perform other duties as required by Coral World Ocean Park & WTCNM.

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**Supervisory Responsibilities:**

- Maintaining workflow and ensuring that employees understand their duties or delegated tasks.
- Monitoring employee productivity and providing constructive feedback and coaching.
- Ensure adherence to legal and company policies and procedures.
- Supervises Photo Sales Associates

**Work Environment:**

This job operates in a professional environment (indoor and outdoor). The employee will be exposed to sunny, warm, humid, and wet conditions. This role routinely uses standard equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical demands**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to see, speak, and hear; stand, walk, stoop, kneel, and crouch; use arms and hands; handle objects, tools, and controls; and sit. Ability to lift and move 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type and Expected Hours of Work**

This is a full-time position. Days are scheduled around a 7-day work week depending on the needs of the Company. During the slow season hours and days may be reduced to accommodate the needs of the company.

**Eligibility Requirements*****Required:***

- Minimum 18 years of age.
- High School Diploma or equivalent
- Ability to meet federal, state and local requirements for employment.
- Ability to lift moderately sized boxes and goods, weighing up to 35 pounds.
- Ability to spend extended lengths of time on the sales floor assisting customers or maintaining displays.
- Must possess a valid State driver's license.
- Must be a resident of the US Virgin Islands
- Must have an outgoing and friendly personality
- Must be able to handle difficult, high volume situations while maintaining composure
- Excellent organizational skills. Ability to multi-task and prioritize
- Must be professional, dependable, reliable, and have a strong work ethic
- Previous retail experience

***Preferred:***

- College Degree
- Wants to work in the Hospitality Industry
- Bilingual

***Special Eligibility Requirements:***

- Ability to work flexible schedule, including evenings, weekends and holidays.
- Must be a team player and be able to get along with others.

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- Must be able to use tact in handling sensitive situations.
  - Must be personable, courteous and able to work under pressure.

**Other duties**

Please note this job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (example: emergencies, changes to personnel, workload, rush jobs, or technological developments). Duties, responsibilities, and activities may change at any time with or without notice.

**Please include the job title in the subject line. References required.**

**Please submit cover letter, resume, and references by email to be considered for the position.**

**Please include the job title in the subject**

**Contact Information:**

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