

CAMPOREE ICE STATIONS SALES ASSISTANT JOB DESCRIPTION

Job Overview

Assists the person in charge of Ice Sales with the day-to-day operation of the Ice Concessions for the Camporee. Responsible for handling sales transactions, communication with customers and completing order requests for bagged or block ice. This is a Volunteer, unpaid, position.

Responsibilities and Duties

- Periodically works the front taking orders or transacting credit card payments.
- Sets up stand with table, canopy, and signs at beginning of day and disassembles and stores the same at days end in locked storage area.
- Moves ice in semi-trailer to organize best as needed for efficient sales process.
- Maintains small ice containers are full of ice to insure smooth and fast processing of orders.
- Assists with loading customers' orders.
- Applicants must wear gloves, coat, and hat, if working in truck and otherwise gloves to ensure safety and comfort. Gloves can be provided if needed.

Qualifications

- TLT's preferred but not required, must be an adult.
- Ability to lift 25 – 30 pounds, climb in and out of a semi- truck trailer, strong mobility and balance and can withstand freezing temperatures.
- Can use a calculator.
- Is a team player, works well with others.
- Good planner and organizer.
- Excellent verbal communicator.
- Possesses great customer service skills.
- Must have strong command of English language for writing, reading, and speaking however, knowledge or understanding of other languages is a plus, particularly Spanish.
- Must be 18 years or older.
- Must be a citizen of the USA or Canada.

Position Competencies

LEADERSHIP: Self-starter, works well independently, takes initiative, self-directed, hard worker

MENTORING: Models good communication practices, organizational skills, time management, and spiritual leadership qualities.

CREATIVITY: Continually look for ways to communicate the Camporee in creative ways that will evoke a positive response from Adventist's, leadership teams, and attendees.

Personal Qualities

- Enthusiasm
- Analytical and math Skills
- Flexibility/Adaptability
- Client/Customer Awareness