



City of Tombstone

P.O. Box 339 * 613 E. Allen Street
Tombstone, Arizona 85638

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E-mail: cityhall@cityoftombstoneaz.gov

EMPLOYMENT OPPORTUNITY

The City of Tombstone is accepting applications for the position of

Boothill Gift Shop Clerk

Position is Part-Time
No Benefits

19 Hrs. a week, 38 Hours every 2 weeks

\$12.00 an hour

For a complete job description and application please contact

City Hall
613 E. Fremont Street,
Tombstone, AZ 85638

Or visit us at:
www.cityoftombstoneaz.gov

Announcement closes when position is filled.

The City of Tombstone is an equal opportunity employer.

Posted: 8-19-2020

CITY OF TOMBSTONE
BOOT HILL CASHIER/SALESPERSON
JOB DESCRIPTION

MINIMUM JOB REQUIREMENTS: High School Diploma or GED; at least 6 months of experience related to the duties and responsibilities specified.

~~KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:~~

- Ability to calculate numbers.
- Knowledge of cash management principles and/or procedures.
- Knowledge of computerized systems for retailing.
- Ability to effectively communicate policies and procedures in a manner easily understood by the customer.
- Account balancing skills.
- Ability to maintain confidentiality of records and information.
- Ability to analyze and solve problems.
- Ability to get along well with everyone.

DUTIES AND RESPONSIBILITIES:

1. Greet customers and assist them in locating merchandise.
2. Receive and receipt payments received via credit card, cash, check or other cash-related transactions.
3. Maintain knowledge of current inventory and policies regarding payment and exchanges and security system.
4. Watch for and recognize security risks and threats and bring to the attention of the Manager or Assistant Manager.
5. Recommend, select, and help locate merchandise based on customer needs and desires.
6. Answer questions regarding the store and its merchandise.
7. Arrange and display merchandise to promote sales as directed by Manager.
8. Clean shelves, counters and tables.
9. Vacuum carpeting at end of each day or as directed by Manager.
10. Keep merchandise in good order.
11. Bag or package merchandise for customer.
12. Inventory stock as directed by Manager or Assistant Manager.
13. Assists Manager or Asst. Manager with the preparation of cash receipts for bank deposit.
14. May answer telephones; send faxes.
15. Perform miscellaneous other duties as assigned.
16. Make fudge per training given.