

**REPOSTED 5/05/10**



**POSITION:**           **SALES CLERK (SEASONAL)**  
(Approximately 40 hrs per week from June through October depending on need. Positions are located at the Golden Gate Bridge Toll Plaza in the Gift Center and the Bridge Café.)

**CLASS CODE:**       **01627/Non-Exempt**

**SALARY RANGE:** **\$12.00 per hour (no benefits). Includes holiday, night, and weekend hours**

**DATE POSTED:**     **Wednesday, May 5, 2010**

**CLOSING DATE:**   **Open Until Filled (\*) Priority will be given to earliest applicants.**  
(\* This position may be closed any time after ten (10) working days from the date posted. **(Resumes will not be accepted for this position in lieu of a completed GGBHTD application.)**

**OPEN TO:**           **ALL QUALIFIED APPLICANTS**

**OPENINGS:**        **Up to 3 and To Create a List**

**POSITION DESCRIPTION:**

Under direction, sells Bridge memorabilia and food products to the general public. Responsibilities include cash handling and reporting of daily sales. Position is supervised; however once trained, Seasonal Sales Clerk is expected to work independently performing routine, daily tasks. Position reports to a Lead Sales Associate, Sales Supervisor, or Procurement and Retail Operations Director on the daily operations of the Gift Center and the Bridge Café. Performs related duties as required.

**MINIMUM JOB REQUIREMENTS:**

- A minimum of one year recent full-time experience in retail sales and cash handling; food handling and distribution in a fast-paced, high volume retail operation working with an electronic cash register
- Strong customer service experience and communications skills, preferably in a busy, high traffic environment serving the general public
- Experience reconciling daily sales transactions using a 10-key calculator

**ESSENTIAL RESPONSIBILITIES:**

**General:**

- Assists customers and sells merchandise and food items
- Handles daily sales transactions and money exchanges on the cash register accurately and rapidly
- Displays and organizes merchandise
- Stocks merchandise in a visually attractive manner
- Reconciles daily sales transactions for assigned register at the end of the sales shift
- May work in the Stores warehouse pricing merchandise
- Warehouses and stocks merchandise

**ESSENTIAL RESPONSIBILITIES (continue):**

**General:**

- On occasion, may be required to requisition and receive stock/merchandise from the warehouse and verifies requisitions to ensure requisition is correctly filled
- Cleans showcases and work area in both the Gift Center and the Café
- Interacts with a multi-cultural public diplomatically, courteously, and efficiently
- Present a neat appearance
- Quickly learns to operate the cash register
- Accurately processes sales using the proper procedures for accepting types of cash or credit
- Answers telephone
- Knows and follows the safety and health rules and safe work practices applicable to his or her job
- Prepares coffee and hot chocolate for Bridge Café position

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Basic math computation skills and accuracy with numbers
- Use tact and discretion in establishing and maintaining working relationships with the general public, co-workers, and all other District personnel
- Ability to perform repetitive tasks accurately and consistently
- Communicate at a proficiency level that enables you to understand and be understood by others using the English language, both orally and in writing
- Ability to sell merchandise
- Knowledge of excellent customer service skills and the ability to use those skills in the course of performing the job
- Ability to stock merchandise in a visually attractive manner
- Learn to properly operate the cash register and established procedures for accepting various types of cash or credit, and to do so in an accurate and rapid manner

**PHYSICAL REQUIREMENTS:**

- Safely lift up to 50 pounds
- Carry stock up and down stairs
- Frequent bending and straightening
- Standing on feet for long periods of time
- Work safely around high temperatures from equipment used in hot drink preparation (Café position)

**APPLICATION PROCEDURE:**

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION**

**THREE WAYS TO APPLY:**

- **E-MAIL to:** [jobs@goldengate.org](mailto:jobs@goldengate.org)  
Please reference the position title in the subject line of your email.
- **MAIL to:** Human Resources Department – M. Rodriguez  
1011 Andersen Drive  
San Rafael, CA 94901-5318
- **Apply IN PERSON:** 1011 Andersen Drive, San Rafael, CA 94901-5318

For Directions and General Information visit our Web Site – [www.goldengate.org](http://www.goldengate.org)  
**Office Hours: 8:30 a.m. – 4:30 p.m.**

(Resumes are not accepted in lieu of a completed GGBHTD application)

ALL applications MUST be received in the Human Resources office prior to 4:30 p.m. on the deadline date. Postmarks are not accepted. Applications received after the deadline will not be considered.

**THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:**

- Resume and Cover Letter

**THE SELECTION PROCESS FOR THIS POSITION will include: (\*\*\*)**

- District Application
- Departmental Interview
- Background, employment, and security (criminal) investigations
- If selected, employees in this classification will be placed on the payroll of an outside employment agency and will not be considered "employees of the District."
- Departmental interview

\*\*\* The District will invite only those candidates whose qualifications **MOST CLOSELY MATCH** the position requirements to continue in the selection process.

**AN EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration without unlawful discrimination on the basis of race, color, religion, gender, sex, national origin, ancestry, age, marital status, medical condition, disability, sexual orientation, military experience or genetic information.

**Applicants with Disabilities:** The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job related examination process. If you have special needs, please call (415) 257-4521 (Human Resources Department Recording). The District's Telecommunications Device (TDD) for Persons with Hearing Disabilities is (415) 257-4554 or you may contact the District's Equal Employment Opportunity Office at (415) 257-4537.

**Seasonal Sales Clerk**  
**Req. # PS100533 Code: 01627**

**Human Resources Administration**  
**GGBHTD**  
**1011 Andersen Drive**  
**San Rafael, CA 94901-5318**