



JOB POSTING

Part Time Customer Service Counter Clerk

The Customer Service Counter Clerk is a customer service-oriented team member who completes general day to day tasks and activities of the North Ottawa Rod & Gun Club to provide a safe, clean and friendly environment for the club's members, volunteers and guests.

Responsibilities:

- Performs opening and closing duties according to the daily task list
- Adheres to all safety standards, policies and rules
- Informs and promotes the club's instructional programs, services, classes, and events
- Performs basic retail transactions
- Stocks, organizes and backfills retail inventory
- Keeps the clubhouse and grounds neat and orderly adhering to the required daily checklists
- Displays a positive welcoming personality to promote relationships with guests and members while conducting themselves to a high moral and ethical standard
- Refills skeet, sporting clay and trap machines (i.e. stocking cases of targets in the houses, carrying boxes of targets to the stations)
- General grounds upkeep; picking up hulls, sweeping out skeet and trap houses, emptying hull buckets
- "Pulling" for shooters as they call with a remote-control device while keeping accurate scores

Position Qualifications:

- Is an honest reliable team member who works cohesively and supportive of others
- Must be able to self-motivate, multi-task and prioritize responsibilities
- Able to take direction and feedback constructively with a willingness to learn
- Dependable

Physical Requirements:

While performing the role, will be required to; lift, move and carry up to 30 pounds safely without assistance, repeatedly. Required to push, pull, reach, bend, twist, turn, kneel, stoop and stand. May stand for extended periods of time during worked shift. Potential for exposure to the outside elements for periods of time; sunlight, heat, cold, rain, snow. Able to tolerate loud noises and wear required hearing and eye protection during certain activities.

Minimum Qualifications

- Preferred age of at least of 16 years old
- Possess a strong work ethic with solid basic math skills
- Must have a pleasant, courteous personality with a high level of integrity
- Ability to work 5-12 hours per week
- Knowledge of guns, gun safety and shooting safety is a plus
- Prior retail experience a plus, but not required

To Apply: Fill out an application in person during normal business hours of Wednesday 5p-9p, Saturday 10a-4p, Sunday 11a-4p. NORGC is located at 13084 160th Avenue, (off Ferris Street) in Grand Haven. You may also email Brenda Teunis at brendateunis@gmail.com for an application.

Openings To Fill: TWO POSITIONS, IMMEDIATE NEED