

Skills:

1. Proficient interpersonal relations and communicative skills
2. Ability to read and write in English
3. Good organizational skills
4. Ability to work efficiently with minimal supervision
5. Basic computer skills – Basic math skills
6. Must be able to read, write and speak English

Experience: A minimum of one to two years retail experience preferred

Essential Functions:

1. Manage day-to-day operations of Buckwood
2. Maintain inventories of both food and gift merchandise
3. Schedule employees based on business levels
4. Maintain payroll punch reports and attendance book
5. Train Buckwood personnel
6. Ensure cleanliness of Buckwood
7. Perform yearly personnel reviews
8. Wait on customers in the purchase of food and non-food items
9. Promote Shawnee Inn and Golf Resort's service principles by example
10. Assist Management as deemed necessary

Ancillary Duties:

1. Attends all mandatory in-service training and required meetings.
2. Performs tasks, which are supportive in nature to the essential functions of the job, but which may be altered or re-designed depending upon individual circumstances.

Physical Demands:

1. Must be able to stand for approximately 8 hours per day
2. Must be able to bend
3. Must be able to lift up to 30 pounds
4. Talking and hearing occur continuously in the process of communicating with guests, supervisors and subordinates
5. Requires grasping, writing, standing, sitting, walking, repetitive motions, listening and hearing ability and visual acuity
6. Ability to work with fingers to pick, pinch, type and carry out substantial motions of the wrists and hands as well.
7. Requires manual dexterity to use and operate all necessary equipment