



Cashier / Inventory Clerk

Job Description

GENERAL SUMMARY OF DUTIES:

The Cashier / Inventory Clerk is an operations employee that is part of a train crew. Cashiers / Inventory Clerks are responsible for the operation of POS locations throughout the train consist including but not limited to our café car, dining car, first class cars, or temporary POS locations. Cashier / Inventory Clerks also insure that all items onboard the train stay fully stocked and properly distributed. Cashiers / Inventory Clerks report to and receive instructions from the Manager of Program Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Communicates with others in a polite and professional manner; answering questions on merchandise and railroad events.
- Record customer and volunteer transactions; accurately handle monetary transactions by operating a cash register (POS system).
- Responsible for end of day drawer reporting and balancing of all POS locations.
- Manage on-board inventory and distribution for any special programs and events.
- Restock merchandise shelves.
- Complete accurate reports documenting sales and inventory.
- Serve alcoholic beverages in compliance with Ohio liquor laws.
- Prepare food items such as hot dogs and popcorn.
- Cleans work areas as needed; wash and sanitize equipment necessary for food service.
- Serve as a team leader and mentor to volunteers working in the onboard service positions.
- Resolve customer service issues with authority, diplomacy, and sensitivity and report to railroad management as necessary.
- Other duties as assigned.

REQUIREMENTS:

- 19 years of age or older.
- High School diploma or GED.
- Strong customer service skills.
- Willing to submit to a pre-employment, criminal and driving background review.
- Willing to submit to a pre-employment drug screening.
- Able to read, write and communicate (speak, hear and understand) English.
- Able to work outdoors in extreme all-weather conditions (hot, cold, rain, snow, and sleet).
- Able to stand for long periods of time.
- Work flexible hours as needed.
- Possess a valid state-issued driver's license.
- Follow safety policies and procedures.