

POSITION DESCRIPTION

Position:	ToTT Countdown Clerk
Department:	Tooth of Time Traders
Reports To:	ToTT Countdown Specialist
Desired Availability:	May 26 – August 22

Philmont Standards

- Must be at least 18 years of age by start of employment; some positions require a minimum age of 21 by start of employment
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a completed BSA Annual Health and Medical Record to the Infirmary upon arrival
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

Position Overview

The Tooth of Time Traders is where the ultimate magic of Philmont comes to life through our merchandise and our Countdown Specialist is vital to delivering customer service that offers a distinctive shopping experience and drives sales results of over \$3.5 million annually. While all positions within Philmont require working as part of a team to meet department and ranch objectives, your individual responsibilities as a Countdown Specialist include demonstrating outstanding customer service and selling skills, keeping sales records, training and working with store clerks to run point of sale accurately and working with backcountry store staff remotely to verify countdowns. This position reports to the Countdown Specialist.

Primary Duties & Responsibilities

- Count, verify, record and report daily sales of all areas of Tooth of Timer Operations
- Prepare daily reports for accounting drops/pick-ups for store and backcountry operations
- Maintain change, laundry, and vending machines across Philmont including troubleshooting and monitoring change levels
- Train store staff how to use Point of Sale to record sales and process all types of tender, including during power outage
- Other duties as assigned

Qualifications/Experience

- Previous money handling experience required
- Previous retail, countdown, or banking experience preferred

Physical Requirements & Work Environment

- Area of work is centered around countdown office within Tooth of Time Traders, but also includes two laundromats and numerous vending machines in base camp as well as 5 backcountry locations
- Will work directly with all 50+ members of the Tooth of Time Traders operations

Additional Information

Visit <https://store.philmontscoutranch.org/>

Philmont and the Boy Scouts of America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Updated: 9/25/2020