



Cashier and Inventory Clerk Job Description

DEPARTMENT: Events

REPORTS TO: Food, Beverage and Merchandising Manager

TYPE OF POSITION: Seasonal Part Time

GENERAL SUMMARY

Cuyahoga Valley Scenic Railroad (CVSR) seeks candidate with strong customer service background to manage concessions and merchandise sales onboard the train and at remote locations.

RESPONSIBILITIES

- Checkout customer and volunteer transactions on cash register (POS System)
- Appropriately record all staff approved comps and discounts
- Accurately handle money in transactions and in counting register drawer
- Complete end of day drawer reporting and balancing of POS locations
- Manage onboard inventory and distribution for any special programs or events
- Load and unload train of food, beverage and merchandise
- Restock shelves throughout shift
- Complete daily inventory and reports documenting sales
- Serve alcoholic beverages in compliance with Ohio liquor laws
- Prepare food and drink items such as hot dogs, popcorn, and coffee
- Clean work areas as needed; wash and sanitize equipment necessary for food service
- Remove all trash at end of shift from concession areas
- Serve as a team leader and mentor to volunteers working in onboard service positions
- Provide a positive and polite customer experience, answering questions about merchandise and events
- Resolve customer service issues with professional manner and report to CVSR staff as necessary
- Perform other duties as assigned

All train scheduling is subject to change due to COVID-19 restrictions

REQUIREMENTS

- 19 years of age or older
- High School diploma or GED
- Preferred: minimum of 2 years of cashier experience
- Strong customer service skills
- Attention to detail and excellent organizational skills
- Strong written and verbal communication skills; listening skills
- Must have flexibility to work on days, nights, and weekends
- Ability to stand, sit and/or walk on moving trains for prolonged periods of time
- Ability to lift and/or move up to 40 pounds
- Must have own transportation and willing to work both outdoors and in office settings
- Possess a valid state-issued driver's license

CUYAHOGA VALLEY SCENIC RAILROAD

P.O. Box 158 • Peninsula, Ohio 44264-0158 • 330-439-5708 • Fax: 330-439-5709 • www.cvsr.org



To apply, please submit a resume to telbert@cvsr.org with Cashier and Inventory Clerk in the subject line.

ABOUT CVSR

Cuyahoga Valley Scenic Railroad is in Northeast Ohio and is a tourist excursion railway and private sector, nonprofit 501(c)3 organization operating in partnership with Cuyahoga Valley National Park. CVSR's mission is to provide educational, recreational and heritage railroad experiences and provide alternative transportation to and within Cuyahoga Valley National Park and the Ohio & Erie Canalway.

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