



Job Opening

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:

- Open and close the club as assigned by the weekly worked schedule.
- Adheres to all safety standards, policies and rules.
- Informs and promotes the club's instructional programs, services, classes and events.
- Performs various retail activities of the club.
- Stocks, organizes and backfills retail inventory at the end of every worked shift.
- Keeps the clubhouse and grounds neat, clean and orderly adhering to the required daily checklists.
- Displays a positive demeanor to promote relationships with guests and members while conducting themselves to a high moral and ethical standard.
- Refills the throwers keeping the skeet and trap machines filled and houses free of cardboard and debris. (includes stocking cases of targets in the houses as necessary, carrying boxes of targets to the stations)
- "Pulling" for shooters as they call with a remote-control device while keeping ACCURATE scores.

Position Qualifications:

- Is a reliable, effective team member who works well with co-workers, members and guests
- Ability to self-motivate, multi-task and prioritize responsibilities
- Must report to work, ready to work, well-groomed and in clean appropriate attire.
- Able to take direction and feedback constructively with a willingness to learn.

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.

Minimum Qualifications

- Must be at least of 16 years old and possess a strong work ethic and good math skills
- Knowledge of guns, gun safety and shooting safety is preferred
- Prior retail experience a plus
- Must have a pleasant, courteous demeanor/personality
- Ability to work 5-12 hours per week

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. Or email Brenda Teunis at brendateunis@gmail.com for an application.

Openings To Fill:

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