



Job Description: Trading Post Manager

Essential Functions: The Camp Trading Post Manager is responsible to the Camp C.S. Klaus Director for the operations of the trading post. . The staff must be energetic, eager to please customers and have a knack for selling product.

- Inventories all stock and equipment as directed.
- Keeps accurate records of cash income. Prepares daily reports and statement and submits these to the Business Manager.
- Orders additional stock through Business Manager as needed.
- Checks invoices against deliveries received to determine shortages and overages. Supplies invoices to the Business Manager the same day they are received.
- Maintains clean and attractive surroundings and displays, and full stock shelves.
- Supervises Trading Post Staff.
- Maintains a cordial relationship with unit leaders and Scouts.
- Supervises final inventory at season end and prepares stock for return to the Council or vendors as appropriate.
- Prepares a written report at the end of the season with recommendations for future improvements.
- Performs other duties as assigned.

