

**CITY OF GROTON
POSITION DESCRIPTION
SALES ASSOCIATE**

Position Title: Sales Associate
Department: Parks and Recreation
Reports To: Director of Parks and Recreation
Contract: Seasonal
Approval Date: February 1, 2020

SUMMARY

The Sales Associate, under the direct supervision of the Director of Parks and Recreation, performs a variety of routine daily tasks related to the sale of seasonal parking passes.

ESSENTIAL FUNCTIONS AND DUTIES

1. Issues seasonal parking passes for Eastern Point Beach.
2. Safeguards monies received for the issuance of passes.
3. Maintains accountability for all pass sales transactions.
4. Promotes a professional and courteous image of the City of Groton.
5. Follows all safety rules and assists in maintaining a safe environment for members of the public.
6. Performs all other related duties as assigned.

EDUCATION/TRAINING/ AND/OR EXPERIENCE

High school diploma or equivalent.

A minimum of one (1) year sales and cash handling experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Must be knowledgeable in basic math to make proper transaction of monies for pass purchases.

PHYSICAL DEMANDS

While performing the duties of this position, the individual is frequently required to talk and hear; sit for prolonged periods of time; use hands to finger, handle or feel; reach with hands and arms. The individual must be able to lift up to twenty (20) pounds.

WORK ENVIRONMENT

The issuance of seasonal parking tickets is performed in an office environment.

I have read and understand my position description.

EMPLOYEE'S SIGNATURE

DATE