

## JOB DESCRIPTION

**JOB TITLE:** Assistant Manager

**JOB TYPE:** Full Time

**LOCATION:** 6770 Cave Spring Rd. SW, Cave Spring, GA 30124 and occasionally at 283 Hiram Sudie Rd. Dallas, GA 30157

**SUPERVISOR/MANAGER:** Steve Borsh - Store Manager

### MAIN DUTIES/RESPONSIBILITIES:

*Job is to assist the manager in performing all management duties assigned. The job included Outdoor Hospitality as well as Retail and Rental Outfitting. This is a working managers position and can be quite physical at times. Applicants should be of good health and able to lift and stack kayaks as needed. A general break down of the major duties are below.*

- Manage Water sports Equipment and staff guidance/safety
- Coordinating Water sports activities and outfitting
- Manager Retail inventory.
- Retail Sales and Rentals
- General document and advertising preparation
- Making Reservations
- Learning and staying up to date with product knowledge.
- Roof rack installations
- Staff training
- Shift management
- Campground General management
- Customer service

### SKILLS & EXPERIENCE

#### Required

- Passion for the Outdoors
- Outdoor career path
- Paddling experience
- High School Diploma or equivalent
- Must be able to lift kayaks and other outdoor equipment to load and move. (Lift approximately 90 lbs over your head)
- Clean driving record
- Must be age 21 or older
- Must have customer service personality and be able to work with others.
- Self-Starter

#### Desired

- First Aid or rescue training
- One year of Guide or outfitting Experience
- Management experience
- Retail or hospitality

### PERFORMANCE GOALS:

- Complete administration tasks on time
- Deal with clients, suppliers and other employees professionally at all times
- Achieve sales goals on time

