**ALLEN MARINE TOURS INC.**
## Orca Point Lodge (Juneau)
## Job Profile - Retail

Orca Point Lodge is a day lodge that serves a buffet line for two to four groups per day. The tours are primarily for cruise ship passengers visiting Juneau with occasional special event charters.

### Duties/Responsibilities
- ✓ Present a professional and friendly attitude at all times on duty.
- ✓ Move inventory from Auke Bay storage area to Orca Point Lodge.
- ✓ Receive, price, store and display retail inventory.
- ✓ Ring up retail and alcohol sales.
- ✓ Prepare daily cash reconciliation, retail sales and alcohol sales reports.
- ✓ Assists the lodge position as time permits.
- ✓ Haul trash to Auke Bay.
- ✓ Provide assistance to other crew to enhance cruise experience for passengers, including answering questions and helping passengers with specific problems/requests.
- ✓ Other duties, as needed, under supervision of Manager.

### Qualifications/Experience
- Must be at least 21 years of age.
- Prefer experience in food service.
- Must pass the State of Alaska tests for Food Handlers and Training in Alcohol Management.
- Must be able to maintain a professional, friendly attitude toward customers.
- Must be able to work as a team with other crew to provide a quality experience for customers.
- Must be able to lift and move objects of up to 50 lbs. as required.
- Must be drug free (pre-employment and random drug testing is coast guard required).
- Must be able to work varied shift hours, including weekends and holidays. Days off will be scheduled but must be willing to be flexible in meeting tour demand.
- Must be clean, well groomed, courteous, honest, and most important, reliable.
- Uniform shirts & jacket provided.

## Pay
DOE. Limited benefits. This is a full time seasonal position from mid-April to October. Preference will be given to candidates who can work the entire season without interruption. A bonus will be paid to employees who complete their contract in good standing.