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JOB TITLE: CASHIER/GREETER – THE ROCKS

DEPARTMENT: Reservation Stewardship

Reports to: The Rocks Program Director

Direct Reports: None

Non-exempt, Part-time, Seasonal

\$17.00 per hour

Position Summary:

The Rocks Gift Shop Cashier is a part-time “as-needed” position responsible for ringing sales, receiving and inventorying new items, and stocking shelves. The Cashier also works with other staff to keep the gift shop and restrooms clean and orderly and may occasionally be called upon to assist with setting up programs. The Cashier also welcomes and provides information to visitors, answers the phone, takes orders, and processes mail orders. This position may not have set hours but is on-call/as needed after receiving training. During busy program seasons (holiday tree sales, maple programs, fall bus tours, etc.) more hours will be available.

Essential Duties and Responsibilities:

- Complete all sales accurately by operating the point-of-sale system, including cash and credit sales.
- Handle stock including set-up displays and refilling products as needed.
- Answer phones, take phone orders, and process mail orders including shipping.
- Close register and balance cash drawer; ready sales report and cash for deposit.
- Cleaning and picking up restrooms and meeting space when needed.
- Assist customers in a friendly and professional manner.
- Welcome guests and direct them to relevant areas of The Rocks, provide accurate information regarding pricing and location of seasonal offerings and activities.
- Assist with set up and facilitation of programs and events when necessary.
- Other duties as assigned.

Contributions/Outcomes: The Gift Shop Cashier/Greeter will ensure all products and displays are stocked and price correctly for sale, sales are rung correctly and the register balances at shift end and customers receive prompt, efficient, professional, friendly service. They will also welcome visitors and event guests and provide information and assistance with facility logistics when necessary.

Qualifications and Skills:

- High School diploma preferred but not required
- Good organizational skills and attention to detail
- Strong people skills; has a friendly and outgoing manner while maintaining professionalism.
- This position requires working weekends. Flexibility is essential.
- Computer skills to include Microsoft Excel and Word
- Experience with or the ability to learn to use Square point-of-sale system
- Familiarity with cash handling.

Working Conditions:

Fast-paced, high-volume retail gift shop during special programs or holiday sales seasons.

Physical Requirements: The ability to stand for long periods of time. The ability to lift up to 40 lbs. and safely move display units, chairs and tables.

Direct Reports: None

Equity, Inclusion & Collaboration: The Forest Society is an equity-based employer. We value a diverse staff and an inclusive culture. We value staff that work for the good of the whole; that can effectively collaborate to achieve shared goals of their department, as well as the organization. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other protected status as required by applicable law.

COMMITMENT TO DIVERSITY AND INCLUSION

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Reviewed: 07/25/2025 Human Resources