

# **JOB** OPENING

## PEORIA PARK DISTRICT – PEORIA ZOO

# **ZOO GIFT SHOP INTERN**

POSITION: INTERNSHIP (NOV 2022 – FEB 2023)

PAY RATE: \$13 PER HOUR (HIGH SCHOOL LEVEL)

LOCATION: PEORIA ZOO

### **RESPONSIBILITIES**

- Learning about and selling admission accurately and efficiently. Actively soliciting membership sales and other appropriate tickets/offers.
- Selling souvenirs and other items accurately and efficiently.
- Receiving and tagging merchandise. Stocking gift shop shelves.
- Keeping all shop areas and work spaces clean and visitor friendly, and cleaning other assigned areas.
- Tending to all customer needs/issues in a prompt and courteous manner.
- Answering phone calls and relaying any necessary messages to staff.
- Recording group reservations and coordinating with appropriate departments.
- Working with registers, as assigned.
- Assisting with gift shop inventory, as assigned.
- Follow all safety procedures that pertain to the duties performed; support all aspects of the District's safety program.
- Perform all other duties as assigned.

### **SUCCESSFUL CANDIDATES WILL HAVE**

- Experience working with computers and ability to accurately handle money, preferred.
- Aptitude for on-the-job training and ability to follow both oral and written instructions.
- Experience in retail and/or customer service, preferred.
- Strong communication skills.
- Status as a High School student.
- Ability to be professional, respectful, accountable, innovative, safe, and equitable to both internal and external customers.

### **OTHER**

- Maximum of 15 hours per week for High School level.
- Under the general supervision of the Gift Shop Manager.
- To apply for this internship: Please complete the Employment Application Form located at:  
<https://peoriaparks.aaimtrack.com/jobs/>

