



## EBT FOUNDATION, INC.

421 MEADOW STREET, BOX 158, ROCKHILL FURNACE, PA 17249

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### **JOB POSTING: GIFT SHOP MANAGER**

Location: Rockhill Furnace, PA  
Classification: Full-Time, Year-Round, 40 Hours Weekly, Must Have Ability to Work Weekends  
Salary: Based on Experience

#### **COMPANY BACKGROUND:**

The East Broad Top is many things – a delightful family destination, a National Historic Landmark, a great volunteer opportunity, an unparalleled preservation undertaking, and much more. The railroad, which was built beginning in 1872, is the only surviving three-foot gauge common carrier railroad east of the Rocky Mountains.

The non-profit EBT Foundation, Inc. purchased the railroad in 2020 and kickstarted one of the largest preservation projects in recent history. The EBT Foundation's mission is to preserve and operate the East Broad Top Railroad National Historic Landmark as a tourist railroad; to educate visitors about the role of railroads in local and national history, and to promote local and regional tourism and economic growth.

#### **RESPONSIBILITIES:**

- Manage and submit monthly reports to finance department on Inventory, sales data, cost of goods sold, purchasing, and sourcing for online sales and the Orbisonia Station Gift Shop.
- Develop and submit a yearly budget based on historical data.
- Develop and submit an internal procedure to safeguard company funds and ensure proper cash handling.
- Communicate and negotiate with buyers, suppliers, and distributors to ensure best price, optimal lead times, and order accuracy.
- Track and accurately report gift shop inventory.
- Design products consistent with the EBT brand and in conjunction with the Marketing Department goals.
- Facilitate the efficient shipping of online orders
- Develop and submit a yearly plan for staffing and scheduling to support store, online sales, inventory management, shipping and receiving.
- Assist the Marketing department in the coordination of vendors for special events
- Optimize usage of retail space to maximize sales based on events and seasons.
- Develop a plan for proper warehousing of additional inventory and supplies to maximize efficiency and protect goods.
- Facilitate the training and scheduling of team members to ensure sufficient staffing levels, maximum productivity, and exemplary guest service.
- Assist in fostering a culture of safety in compliance with all railroad operating rules, code of ethics, OSHA and Federal Railroad Administration regulations.

**EDUCATION AND/OR EXPERIENCE REQUIREMENTS:**

- A high school diploma or equivalent is required.
- Prior retail sales and cash handling experience preferred.
- Ability to interact with customers with exceptional customer service as the first priority.
- Ability to manage a fast-paced, high-volume, clean, customer-focused shop.
- Posses a positive attitude and ethics which supports our mission, values and culture.
- Must be available to work flexible schedule including holidays and weekends dictated by operating season and railroad schedule.
- Must have or be able to obtain and maintain a drivers license.
- Must be self-motivated with strong time-management skills; ability to multi-task, prioritize, and organize.
- Knowledge of Microsoft Office Suite, POS systems (currently Square), preferred.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

While performing the duties of this job, the employee is regularly exposed to risks associated with travel between buildings and back and forth to other areas as may be required due to business demands. We are an operating railroad, which requires a high level of awareness. Employee is required to work in an industrial/railroad environment in all weather conditions. Work is primarily in an office setting with some open warehouse days, work on and off train both in daylight and dark hours during events or other railroad operations.

**EQUAL OPPORTUNITY STATEMENT:**

The East Broad Top Railroad provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Please email a completed application and résumé to  
[info@eastbroadtop.com](mailto:info@eastbroadtop.com). Serious inquiries only.