



## ***Position Descriptions and Expectations***

### **Equal Opportunity Employer**

We are pleased that you are interested in employment with TAT Enterprises, Inc. Prior to receiving the employment application; please take a few moments to read the information on this page as well as the Position Descriptions listed on the following page. Employment with TAT Enterprises is part time and based on seasonal hours. If a position with TAT Enterprises is of interest to you, please sign the bottom of the following page and return this document to schedule your interview.

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### ***Team Member and Food Service at a Glance***

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We find that many applicants do not fully understand all that is required to work at TAT Enterprises, because many duties performed are not always visible to our guests. A Team Member position, which includes the main store, gallery, and café customer service, can be very rewarding if you like selling and helping people. However, selling is hard work. Meeting sales and customer service goals is challenging. There is a lot of physical work. Food Service positions, which include the non-register cafe staff, can also be very rewarding if you have culinary interests and enjoy working in a fast-paced team environment, however it is difficult work and can be stressful at times.

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### ***We Require a Friendly and Respectful Attitude***

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We expect all guests to be treated with dignity, respect and an exceptionally friendly attitude at all times and under all circumstances. We also expect our staff to be alert and interested in helping our guests, providing information about merchandise, clarifying items on sale, and helping with selections. This is not an optional responsibility.

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### ***Selling Is Hard Work***

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Selling is more than ringing a sale up. It involves making sure that merchandise is priced, presentable, and easy for the guest to shop. It involves dusting, folding and straightening merchandise, restocking and moving merchandise, and changing ticket prices. Often, you will work alone in an area without immediate supervision. This position requires that you are on your feet all the time.

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### ***We Work When Our Guests Shop***

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Our store is open seven days a week. Guests do a lot of their shopping during evenings and on weekends. Work schedules involve some nights and, typically one day of the weekend. Our peak time is in the summer from May through October. During these times we open early and close late. We expect our staff to be at work, on time, when scheduled.

#### **STORE HOURS**

8:00AM - 9:00PM (June - August)

8:30AM - 6:30PM (September - October)

9:00AM - 5:00PM (November - May)

**Position applied for:**



**Team Member:** \_\_\_\_\_ **Food Service:** \_\_\_\_\_ **Other:** \_\_\_\_\_ **How Many Hours:** \_\_\_\_\_

**Please Note: Employment with TAT Enterprises Inc. is seasonal and hours vary throughout the year.**

**Team Member**

Our business is extremely busy, and our guests are only here for a few minutes. In order to maximize the profit potential to the Company, it requires that the Team Member can perform their duties in an efficient and speedy manner and have the mental capacity to perform at the highest levels. Some, but not all, of the duties of a Team Member include selling, ringing up sales in the main store and cafe, making change, wrapping sold items, packing shipments, answering questions, stocking merchandise, cleaning shelves, marking merchandise, performing opening and closing duties, cleaning bathrooms, sweeping floors, mopping, vacuuming, climbing short ladders to obtain merchandise, and going up and down stairs to the warehouses to obtain merchandise and packing supplies. You must have the ability to lift and move 25 pound boxes. As a team member you will be required to perform the above activities regardless of the area of the store you are assigned. Department assignments will be based upon staffing requirements and your personal sales abilities decided by management. The job requires physical dexterity and speed to handle merchandise, to move around the store quickly, to help customers, the ability to see and use the cash register with speed and accuracy, to make change, to hear and speak with the customers and interact with them in a professional and intelligent manner, and to stand and work on one's feet for an eight hour period. A professional, publicly acceptable, and clean appearance must be maintained at all times in keeping with the highest standards of the hospitality industry.

**Food Service**

The Café is extremely busy with our guests desiring fast service. In order to maximize the profit potential to the Company, it requires an employee that can perform their duties in an efficient and speedy manner and have the mental capacity to perform at the highest levels of the hospitality industry. Some, but not all, of the duties of the staff of the Café include cooking, waiting on customers, making change, taking out the trash, cleaning tables, cleaning the backyard, cleaning all shelves and the cooking area, cleaning the hood, stocking the food supply containers, and preparing food in a safe, clean, appetizing manner. If over 18, your duties may include serving beer and wine if you do not have moral objections. The job requires physical dexterity and speed to handle food, to move around in a speedy manner in the Café to help guests, the ability to see and use the cash register, to make change in an accurate manner, to stand and work on one's feet for an eight hour period, and to hear, speak and interact with the customer in a professional and intelligent manner. A professional, publicly acceptable and clean appearance is required at all times. If a position with TAT Enterprises interests you, please sign and date below attesting that you have read and understand the information contained in this document. If you are hired, this will become part of your permanent file.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**

**Garden of the Gods Trading Post / Manitou Outpost / Mountain High Gallery and Gifts/  
Mountain High Sportswear  
Division of TAT Enterprises, Inc.**



Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How many years have you lived at this address? \_\_\_\_\_ In this City? \_\_\_\_\_ Phone: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ Date you can start \_\_\_\_\_ If under 18, how old are you? \_\_\_\_\_

High School Name and City \_\_\_\_\_ Grade Average: \_\_\_\_\_

College Name and City: \_\_\_\_\_ Grade Average: \_\_\_\_\_

How many years of study? \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Major/Degree: \_\_\_\_\_

Referred by: \_\_\_\_\_

Special Activities that might be job related: \_\_\_\_\_

Any other type of special schooling that might be job related? \_\_\_\_\_

Do you speak any foreign languages? \_\_\_\_\_ Language and skill level: \_\_\_\_\_ Years of study: \_\_\_\_\_

**Former Employers: Please start with your last employer and work backwards for the last three jobs without skipping any employers even if a job was held for a short time. Please give an accurate, complete, full-time and part-time employment record. Please fill in all sections even if you have provided a resume.**

1 Company Name and Mailing Address		Phone
Job Title	Name of Supervisor	From _____ To _____ Employed (Month and Year)
Describe your work		Start _____ End _____ Hourly Pay _____
May we contact this employer? Yes _____ No _____		Reason for Leaving _____
2 Company Name and Mailing Address		Phone
Job Title	Name of Supervisor	From _____ To _____ Employed (Month and Year)
Describe your work		Start _____ End _____ Hourly Pay _____
May we contact this employer? Yes _____ No _____		Reason for Leaving _____
3 Company Name and Mailing Address		Phone
Job Title	Name of Supervisor	From _____ To _____ Employed (Month and Year)
Describe your work		Start _____ End _____ Hourly Pay _____
May we contact this employer? Yes _____ No _____		Reason for Leaving _____

Please describe any other sales or restaurant experience you have that is not listed. \_\_\_\_\_  
 \_\_\_\_\_

**Hours Available For Work: What hours are you available to work? Please be specific. Our business is open during the summer, seven days a week from 7:30am to 9:00pm. Do you have any conflicts as**



to days or hours you can work? \_\_\_\_\_  
 \_\_\_\_\_

Hours Available	Monday	Tuesday	Wed.	Thursday	Friday	Saturday	Sunday
From:							
To:							

Any other special activities that you have participated in that are job related? \_\_\_\_\_  
 \_\_\_\_\_

\* You may exclude activities which would reveal Religion or Ethnicity.

**Other Information:**

Do you have a car? \_\_\_\_\_ If not, how will you travel to work? \_\_\_\_\_

Any other relevant information? \_\_\_\_\_

**Standards of Employment: TAT Enterprises sets high standards for its Team Members. Compliance with these standards is required. Please carefully consider these position descriptions before accepting a position with us. As a Team Member, you will be expected to comply in full.**

Applicants are considered for all positions without regard to Race, National Origin, Ancestry, Color, Religion, Sex, Pregnancy, Marital Status, Age, Physical Handicap, Medical Condition, or Non-job related disabilities. Proof of citizenship or immigration status and the completion of an I-9 immigration form will be required of all applicants if employment is offered. As part of our employee screening process, background and reference checks will be conducted on all applicants, upon a job offer. \* Conviction of a crime will not necessarily disqualify you from the job for which you are applying. Each conviction will be considered with respect to time, job relatedness, and other relevant factors.

I authorize that in the investigation of all statements in this application, any misrepresentation or omission is cause for rejection of the application and or dismissal if a job is offered and accepted. I understand that my employment is for no definite period and may be terminated at any time for any reason and without any previous notice. I understand that this application for employment is not, and is not intended to be, a contract of employment. Employment is based on the concept of "Employment at Will".

*I certify and believe, and hereby do state, that I have read and understood the above job descriptions and that I can perform the essential functions of the job as outlined in the above job descriptions.*

Sign: \_\_\_\_\_ Date: \_\_\_\_\_