

## CAREER OPPORTUNITY ANNOUNCEMENT

# ASSISTANT DIRECTOR, RETAIL

PLANET GRANITE SAN FRANCISCO



El Cap is one of the largest operators of indoor climbing facilities with 11 gyms in 5 states under the brand names of either Earth Treks or Planet Granite. We're expanding and looking for motivated individuals interested in growing with our company. When our team members aren't outside adventuring or training in the gym, they are sharing their passion for climbing with our amazing members. Presently, we can be found in greater Washington D.C., San Francisco, Denver, Baltimore and Portland.

## JOB SUMMARY

Planet Granite San Francisco is seeking an Assistant Director of Retail. In partnership with the Director and the Assistant Director of Operations, the Assistant Director of Retail is responsible for managing a climbing center team and ensuring that the service delivered at their climbing center is consistent with the company's mission and core values of Innovation, Partnership, Passion, Integrity and Inclusion. This role has a specific focus on retail operations.

## JOB RESPONSIBILITIES

- Along with the Director and Assistant Director of Operations, assist with the management of all gym operations and administrative duties including but not limited to:
  - Mentorship and management of team members
  - Hiring, training, and scheduling of all team members, including Retail Coordinators
  - Training team members on product offerings and working with customers
  - Receive and manage inventory
  - Additional duties as assigned
- Serve as a supervisor for the climbing center as part of a rotating management schedule.
- Manage food and drink inventory by working with outside vendors and the El Cap Retail team to secure inventory on a regular schedule
- Visual Merchandizing: manage physical appearance of retail space through maintenance and regular merchandising changes to align with promotions and season changes
- Work with Retail Buyers and/or vendors in scheduling demo days, team member clinics, etc.
- Organize and perform quarterly inventory counts

## JOB REQUIREMENTS

- Incredible customer service skills, attention to detail and strong organizational skills
- Extensive RGP experience

- Strong leadership skills and the ability to effectively communicate team goals
- Role model in current position and in excellent standing with current management team members
- Experience in retail, instruction, and operations are a must
- Ability to build and lead a high-performing team
- Ability to think interdepartmentally
- Vision for what needs to be done (self-directed)

## **ADDITIONAL INFORMATION**

This is a full-time, salaried position that will include health, 401k and vacation benefits.

El Cap is an Equal Opportunity Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status or marital status.

## **TO BE CONSIDERED**

Please email a resume, cover letter, and application by 5pm Friday March 1st to:

**Jack Kleman**  
**GYM DIRECTOR, SAN FRANCISCO**  
[jack@planetgranite.com](mailto:jack@planetgranite.com)

**AND**

**Stephanie Ko Pound**  
**REGIONAL VICE PRESIDENT, WEST**  
[stephanie.pound@el-cap.com](mailto:stephanie.pound@el-cap.com)