

Antique Boat Museum Job Description

Title: Museum Store Sales Clerk
Part-time, Seasonal/Based on less than 40 hrs. per week
Hourly, Non-Exempt
Job Runs: End of April through Early October

Reports to: Museum Store Manager

Job Description

Reporting directly to the Museum Store Manager, this seasonal position serves as ABM's ambassador making sure to assist all customers entering the store and encourage/promote store sales.

Responsibilities

Accurately process sales transactions via point-of-sale system and provide accurate change to cash-paying customers

Have a pleasant, helpful demeanor with all customers

Perform draw counts and money balancing duties at the end of each shift

Develop knowledge of store inventory and promotional offerings

Knowledge of the return policy and procedures on regular and clearance items

Engage and build rapport with customers to provide them with genuine guidance and support

Maintain a clean and neat appearance of merchandise

Replace merchandise on shelves and advise management on stock levels

Arrange special sale and clearance items for maximum visibility

Support the Store Manager with planning and developing merchandising strategies (i.e. pricing and product placement)

Assist with answering the Museum's main telephone line and fielding phone calls to appropriate department

Self-motivated to tend to other items during slower periods as outlined by Museum Store Manager

Other duties as assigned

Have fun and build a joyful spirit which is infectious to all who visit ABM!

Qualifications

Comfortable with computers/technology and have experience handling retail transactions

Good interpersonal skills to work with staff, volunteers, and public. Must be a team player.

Exceptional communication skills, both verbal and non-verbal

Strong organizational skills and attention to detail

Must be able to multi-task in a fast-paced environment with a professional attitude

Ability to work weekends and all holidays when the museum is open. Museum is open beginning the first weekend in May until the end of October.