

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: May through Early October

Reports to: Museum Store Manager

Job Description

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

Responsibilities

Process sales transactions at the POS (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

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

Suggest upsell items to customers based on the items they have chosen

Replace merchandise on shelves and advise management on stock levels

Arrange special sale and clearance items at the front of the store for maximum visibility

Build rapport with customers and provide them with genuine guidance and support

Assist Store Manager with unpacking, pricing and displaying product

Must be self-motivated to tend to other items during slower periods as outlined by Museum Store Manager.

Skills

Must be able to work Friday, Saturday, Sunday and Monday and all holidays when the museum is open. Museum will open May 4, 2018.

Good interpersonal skills to work with staff, volunteers, and public.

Good Computer/Technology skills

Excellent communication and organizational skills are key

Team player

How to Apply

Application materials due March 13, 2018

E-mail resume, cover letter, and three references: deborahputnam@abm.org

Or mail to: Antique Boat Museum
Museum Store Sales Clerk Search
750 Mary St.
Clayton, NY 13624