**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 1, 2020.

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 February 17, 2020

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