

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 will open on May 4, 2024