

Antique Boat Museum Job Description

Title: Museum Store Sales Clerk
Part-time, Seasonal/Based on less than 35 hrs. per week from End of April through Early October
Hourly, Non-Exempt

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.