

Museum Store Clerk

This position is responsible for assisting the Museum Store Supervisor in all aspects of daily operations and customer service in the Science Shop. **Responsibilities include:** Maintain standards for a high level of customer service. Operate POS system software in an efficient manner. Assist in inventory control and annual physical inventory. Assist in daily stock maintenance and re-stocking. Assist in daily receiving, pricing and processing of new merchandise. Assist in daily cash handling which includes: daily control amount, cash reports, purchase of change and nightly deposits as necessary. Assist with the maintenance of files and other record keeping materials for the store which include: monthly damage reports and gift certificate logs. And more. **Requirements:** Must be high school age or older; prior customer service experience required. Ability to work with the public, school personnel, students, and volunteers with ease and enthusiasm. Must be able to count and handle cash accurately. Basic computer skills are helpful. Willingness to work flexible, but scheduled, part-time hours that can include weekends and holidays. **This is a part-time position working under 20 hours per week. The hours will be Friday evenings and some weekends**