



TITLE:	<i>Retail Assistant</i>
CLASS:	<ul style="list-style-type: none"> • Part-time, hourly position. Reports to the Retail Manager.
SUMMARY:	<ul style="list-style-type: none"> • Assist the Retail Manager with daily store functions to include greeting all visitors, collecting admissions, and answering phone calls. • Provides support and serves as a backup to for the Retail Manager and Plans Services Coordinator.
RESPONSIBILITY:	<ul style="list-style-type: none"> • Work directly with the Retail manager on daily store functions. • Help to cover the museum store on Saturdays during the summer months. • Greeting visitors and management of museum admissions. • Receive merchandise, price, and stock the store shelves. • Assist as backup for the Plans Service Coordinator.
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none"> • Work directly with the Retail Manager on showcases and trade shows. • Print daily sales reports. • Balance daily cash drawer sales. • Print and pack web store orders as needed. • Learn the Square point of sale in store and web store side. • Spot check inventory throughout the year. • Maintain an attractive store appearance. • Assist as a backup for the Plans Coordinator when they are out of the office. • Other duties as assigned.
CREDENTIALS AND EXPERIENCE:	<ul style="list-style-type: none"> • High School degree, GED, or equivalent work experience. • Prior customer service experience desired. • Computer literacy and retail experience. • Organizational skills. • Familiarity with shipping practices is helpful. • Willingness to learn and accept new responsibilities. • Ability to lift moderately heavy objects as required. • Ability to work as a team player.