



## Grand Traverse Lighthouse Museum

P.O. Box 43 • 15500 N. Lighthouse Pt. Rd. • Northport, Michigan 49670

Phone/Fax (231) 386-7195 • email: [info@grandtraverselighthouse.com](mailto:info@grandtraverselighthouse.com)

### Gift Shop Clerk

#### (3) Positions Available

**WORK SCHEDULE:** April & November (9:45-3:15), May/September/October (9:45-4:15) and June/July/August (9:45-5:15). 6.5 hours per day. Paid lunch is included.

**SEASON:** Seasonal, Part-time position (April-November). Hours may vary to include weekends, special events and activities in the evenings.

**DEADLINE TO APPLY:** Now until filled.

**STATUS:** Gift Shop Clerk

**COMPENSAION:** \$14-16 per hour, paid by-weekly (direct deposit) based upon experience.

**REPORTS TO:** Stef Staley, Executive Director.

#### **Job Description and Distinguishing Characteristics**

The Gift Shop Clerk assists the Executive Director with running the Gift Shop at the Grand Traverse Lighthouse Museum. Work involves considerable contact with the lighthouse and state park patrons. In addition, the clerk assists with the training & supervision of volunteer lighthouse keepers helping in the gift shop. An evaluation will be performed by the Executive Director under the direction of the Personnel Committee.

#### **Typical Examples of Work Performed:**

- Greet and acknowledge guests upon arrival in the gift shop.
- Performs cashier function on a POS (point of sale) computer system, processes credit and debit cards, makes change, returns and exchanges.
- Perform the duties of responsibilities essential to the daily operation of the gift shop including opening and closing, including the end of day POS report.
- Provide excellent customer service through the sales of merchandise & memberships.
- Assists in merchandising functions including displays, stocking, inventory counts and merchandise pricing.
- Ensures a clean, safe and orderly work area is maintained by gift shop standards.
- Answers the telephone and assists callers.
- Provides a list to the Executive Director of items to be re-ordered for the gift shop.
- Works as needed on weekends, holidays and for special events.
- All other duties as assigned.
- Works closely with all volunteers working with Gift Shop responsibilities.

**Minimum Requirements/Knowledge/Skills:**

- experience in retail, high school diploma or working towards a business degree.
- Skill in the use of personal computer for entry and retrieval of records and data.
- Skill in operation of office equipment: computers (Microsoft software), printers, copy machine, telephone, DVD player, camera, and television.
- Ability to stand, walk, use hands to touch, handle and feel objects, tools or controls; reach with hands and arms; and talk and hear. Must be able to regularly lift and /move up to 25 pounds.
- Ability to communicate well, both orally and in writing, with knowledge of grammar and spelling.
- Ability to control and process multiple forms of information received from a variety of sources and disseminates it to an equally wide variety of users (including but not limited to meeting minutes and organizational statistics).
- Ability to establish and maintain effective working relationships with fellow employees and the general public.

**HOW TO APPLY:**

1. Contact Gift Shop Sales Clerk employment at [info@grandtraverselighthouse.com](mailto:info@grandtraverselighthouse.com).
2. Work resume with two letters of reference.
3. Letter of Interest

Email documents to [info@grandtraverselighthouse.com](mailto:info@grandtraverselighthouse.com) or mail to GTLM, PO Box 43, Northport, MI 49670.

Grand Traverse Lighthouse Museum is an Equal Opportunity Employer.