**Icebreaker Mackinaw Maritime Museum, Inc.**

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A Nonprofit 501(c)(3) Michigan Corporation



**Scope of Duties:**

**Ship’s Store Representatives** serve the guests of the Icebreaker Mackinaw Maritime Museum by selling admission tickets, assisting guests, selling merchandise, and maintaining the overall appearance of the Ship’s Store.

**Responsibilities:**

1. Enthusiastically greet guests upon arrival.
2. Assist guests with ticket and merchandise purchases.
3. Participate in straightening, maintaining and light cleaning of the store.
4. Study and be knowledgeable about the ship tour.
5. Daily reconciliation credit card/cash sales with purchases.
6. Perform other duties as assigned.

**Requirements:**

1. Ability to read and write effectively and to understand and follow written and verbal directions.
2. Ability to operate computerized cash registers with speed and accuracy.
3. Present a friendly, outgoing personality.
4. Display professional work habits, including:
	1. Professional appearance, wearing a neat and clean uniform, including nametag.
	2. Report to work and be ready to work at the required time.
	3. Display a friendly attitude toward guests and co-workers.

**Physical Requirements:**Stretching and bending are moves commonly made throughout the day by employees in this position. There will be frequent lifting and carrying of retail items. During the day there will be long periods of time sitting or standing.

**Supervision:**
This position’s immediate supervisor is the Ship’s Store Lead.

**General Position Information:**This is a temporary seasonal at-will position which serves at the will of the employer.