Bookstore Associate - Seasonal

Overview:
The Bookstore Associate assists customers, processes payments, receives and stocks inventory. Associate is also responsible for ensuring that all financial transactions are accurately accounted, recorded and delivered.

Responsibilities:
- Ability to work with a point of sale (POS) system
- Ability to effectively and professionally interact with vendors and staff
- Must have excellent customer service skills
- Operate cash register and verify purchase price
- Process customer payments
- Accurately tabulate cash register media and send the totals to the appropriate personnel on a daily basis
- Loss prevention – responsible for taking steps to detect common signs of shoplifting, theft and other security risks involving customers and co-workers
- Maintain a well-stocked clean and safe environment
- Open and close the Bookstore according to the posted hours of operation
- Assist with special programs or events as requested and filling in at the Ticket Booth when necessary
- Actively participate in tour guide training and other opportunities in order to expand knowledge of the site and strengthen interpretive skills.
- Attend meetings as needed
- Perform other duties as assigned

Necessary Knowledge, Skills and Abilities:
- A positive work attitude
- Ability to work well with a team
- Flexible with the ability to multi-task in a highly demanding and sometimes stressful environment
- Experience in customer service and enjoy working with people of a range of ages and backgrounds
- Able to receive constructive feedback in any given situation

Education:
High School Diploma (or GED or High School Equivalence Certificate)
At least one year of college preferred
Special Requirements:

- Must be available to work any day of the week between the hours of 8:00 am and 8:00pm including holidays

Physical Demands:

The employee is regularly required to sit and stand; push and pull with force. The employee is occasionally required to climb and stoop; reach with hands and arms; use hand to finger objects and controls. The employee may occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision; reading of written, printed, or computer screen data.

The organization is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.