

Waterloo Center for the Arts Gift Store Sales Associate Job Description

Schedule: varies, 8-12 hours per week, primarily Tues. – Sat. daytime hours with occasional evenings. \$8.50 per hour.

General Statement of Duties

Applicant must be able to perform general sales duties for the Waterloo Center for the Arts Gift Store. This position is supervised by the Gift Store Manager. This is a part-time position.

Examples of Tasks and Responsibilities

These functions are considered essential for successful performances in this job classification.

- Greet customers cordially.
- Operate calculator, POS system, credit card/check processor, and printer/scanner.
- Keep gift store clean & merchandise displayed in an attractive manner.
- Balance end of the day receipts.

Required Knowledge & Abilities

- Basic knowledge of retail sales with an interest in the arts preferred.
- Must have basic POS skills.
- Ability to interact politely and professionally with the public and other staff.
- Ability to prioritize tasks associated with day to day operations.
- Ability to work with people from various social, economic, racial, ethnic, and educational backgrounds.
- Ability to communicate effectively and maintain working relationships with other city employees, supervisors, and members of the public.
- Ability to work independently with limited supervision.

Acceptable Experience & Training

- On-the-job training will be provided

Physical Abilities

- Sufficient speech and hearing that allows for employee to respond to questions and communicate with co-workers and public, in person or over the phone.
- Sufficient mobility that permits movement throughout the facility.
- Sufficient vision and manual dexterity that permits the employee to operate a POS system, handle files, and perform other general sales duties.

Miscellaneous

- Any applicant will be required to complete a written application, an oral interview and provide references in order to be considered for employment.

To obtain an application form, please go to the main desk at the Waterloo Center for the Arts, 225 Commercial Street, Waterloo, Iowa any time when the building is open including weekends

- A background check including employment and criminal history will be conducted by the City of Waterloo, on any applicant being considered for this position.