

## Westmoreland County Museum Mercantile Store Representative

The primary responsibility of a **Mercantile Store Representative** for Westmoreland County Museum (WCM) is to assist with store operations at the Mercantile Store located in the Wakefield Building. Representatives provide friendly and knowledgeable service to visitors and shoppers. This is an onsite position focused on greeting visitors, sales, and maintaining the appearance of the store. Additionally, a WCM Customer Service Representative must show interest in learning about the products sold and the vendors that supply them, as well as the museum's current exhibits, special happenings, and membership sign-ups in order to answer questions and share information with shoppers.

Onsite

Part Time no benefits

Avg 3 days a week or ~ 20 hours a week\*

### **Duties**

- Open and close the Mercantile Store (Hours of Operation Mon - Sat 10am - 4pm)
- Operate a Point of Sale (POS) system
- Greet visitors and assist with questions in regards to products and museum offerings
- Maintain store appearance by performing regular cleaning, restocking inventory, and setting up appropriate signage
- Restock items and add new inventory to POS
- Sign up new members of Westmoreland County Museum

### **Minimum Qualifications**

- Friendly personality
- Ability to operate an electronic POS (Square)
- Interest in staying informed about the museum for effective communication with visitors
- Ability to work independently and collaboratively
- Ability to lift a minimum of 30 lbs

### **Preferred Qualifications**

- Experience working in retail
- Knowledge or interest in Westmoreland County History

To **APPLY** please email: [westmorelandcountymuseum@gmail.com](mailto:westmorelandcountymuseum@gmail.com) with the Subject Line: Application for WCM Mercantile Store Representative - [Your Name] along with your resume

Thank you!

\*Hours are approximate and not guaranteed on a weekly basis