

GIFT SHOP CLERK (Canada Summer Jobs Position)

Position Pending upon Grant Funding

In the accordance with the Facility Rental & Sales Coordinator, the Gift Shop Clerk oversees the daily operation of the Denfield General Store (Museum Gift Shop).

Term:

- Part Time Seasonal
- May through September

Hours/Days of Work:

- Minimum 12 – 30 hours per week
(As Scheduled, variable days throughout the week)
- Weekend work and occasional evening work required
- This position will require working public holidays

Salary: Grade 1 (\$16.55)

Reporting to: Facility Rental & Sales Coordinator

Application Submission: Mail or e-mail cover letter and resume to Facility Rental & Sales Coordinator (information listed below)

Duties and Responsibilities:

- Open, close, and prepare General Store for daily operations.
- Maintain working inventory; including entering incoming inventory and adjusting existing inventory in point of sales system.
- Restock merchandise on sales floor; including item pricing and display creation.
- Provide interpretation to visitors/answer questions regarding historical General Store operations and their role within rural farming communities (information provided).
- Maintain accurate cash handling and reporting; including documenting and reconciling all daily sales with the point of sales system.
- Maintain a high-level customer service with interacting with visitors, staff, and volunteers.
- Promote and ensure the safety of all visitors, staff, and museum resources; including monitoring visitor interaction with museum displays.
- Ensure General Store and storage areas are clean, sanitized, and organized at all times.
- Adhere to and assist with the implementation of Covid-19 safety protocols.

- Other duties as assigned by museum coordinator staff.
- This role may also be cross-trained to work in other revenue generating areas of the museum (ex. Tollgate [museum admissions]).

Qualifications:

- 1+ years working in a retail or merchandising environment.
- Experience with cash handling and sales reconciliation.
- Experience operating cash register or point-of-sales systems.
- Experience with or good working knowledge of inventory accounting and inventory control procedures.
- Experience in a customer service or forward-facing role.
- Experience with spreadsheet programs and/or data entry functions.
- Excellent interpersonal and communication skills.
- Excellent problem-solving skills.
- Ability to work in a collaborative team environment.
- Ability to operate independently with minimal direct supervision.
- Strong organizational abilities.
- Experience in the museum sector an asset.
- Fluency in French an asset.
- Valid first aid and CPR certificates an asset.

Requirements:

- This position is funded by Canada Summer Jobs. Applicants must be between 15 to 30 years age at the start of employment, be a Canadian citizen or permanent resident, and have a valid Social Insurance Number to be eligible.
- Ability to provide a clear Criminal Record and Judicial Matters Police Check.
- Ability to wear historically appropriate costuming (provided) during operating hours and adhere to costuming standards outlined in the museum's *Costuming Policy*, including jewellery, make-up and personal adornments.

Employees will observe and comply with the following Code of Conduct:

- **Positive communication:** If there are issues within your program area, it is expected that employees will prepare a range of possible solutions for discussion with immediate supervisor and be prepared to implement the agreed solution.
- **Model Behaviour:** Employees will not engage in negative behaviour, defined as office politics, malicious gossip, blaming, name calling or complaining and will refrain from negative comments about the organization, staff or volunteers who work at the Village.
- **Demonstrated Commitment** to the strategic direction of this organization.
- **Cooperation** with colleagues in own department, with staff of other departments and with partner organizations.

- **Contributes to a positive team environment** within own department and organization as a whole.
- **Health and Safety:** All staff will work in a safe manner in accordance with Ontario Workplace Health and Safety regulations.

PLEASE NOTE:

- Public transportation to the Village is unavailable. Staff must have their own reliable transportation.
- Accommodation will be provided in all parts of the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards. Applicants need to make their needs known in advance. The London & Middlesex Heritage Museum is an equal opportunity employer.

Interested candidates may mail or e-mail a cover letter and resume directly to the Facility Rentals and Sales Coordinator, listed below, by Friday, April 23 at 5:00 p.m.

Laura Curiale
Facility Rental and Sales Coordinator
Fanshawe Pioneer Village
2609 Fanshawe Park Road East
London, Ontario
N5X 4A1
rentals@fanshawepioneervillage.ca

Fanshawe Pioneer Village thanks all those who apply, but only those applicants selected for an interview will be contacted.