



**NEBRASKA STATE GOVERNMENT**  
invites applications for the position of:

## **Temporary Stores Clerk I**

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<b>SALARY:</b>	\$10.07 /Hour
<b>OPENING DATE:</b>	03/05/15
<b>CLOSING DATE:</b>	03/23/15 11:59 PM
<b>JOB TYPE:</b>	TEMP PART TIME
<b>LOCATION:</b>	Crawford
<b>DEPARTMENT:</b>	Historical Society

### **DESCRIPTION:**

**This is a part-time temporary position estimated to start April 20th and finish September 7th.**

**Location: Fort Robinson Museum, 3200 West Hwy 20, Crawford NE.**

**Hours: April 20th 8:30-12:30 for training, then April 24th - September 7th (Friday, Saturday, Sunday) 20 hours per week. Saturday and Sunday 8:30 -5pm, and Friday 11:30am - 3:30pm. All times in Mountain Time Zone.**

This temporary position is projected to last from April 2015 through Labor Day 2015 at the Fort Robinson Museum. Under general supervision, makes sales and takes admissions through a point of sale (POS) system, credit card machine and/or related equipment for transactions and inventory.

### **EXAMPLES OF WORK:**

Balances and prepares daily sales reports and other essential reports using computer software programs for admissions and store sales; Knowledgeable of inventory control via POS. Meets and greets visitors and performs sales; provides quality customer assistance. Receives, opens and unpacks inventory orders; reconciles against purchase order to ensure correct items are received. Assist in ensuring merchandise is replaced or reordered. Perform research and provides suggestions for new merchandise to sell. Performs inventory of merchandise and reconciles differences if necessary; assists with annual inventory. Performs routine housekeeping functions including dusting, cleaning equipment, vacuuming, sweeping, and disposing of trash and other tasks necessary to keep store area clean and sanitary. Informs supervisor of customer requests and complaints. Serves the visiting public with effective interpretation and educational information that leads to a good understanding of the themes and facts of Nebraska history as presented at the Fort Robinson History Center and Museum and historic buildings.

### **QUALIFICATIONS / REQUIREMENTS:**

**REQUIREMENTS:** Experience in public contact, customer service, visual merchandising, sales or other closely related field.

**PREFERRED:** experience balancing financials, using computer software for marketing and inventory; must have computer and internet experience for general office use.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: the principles and practices of customer service; basic arithmetic; storekeeping and inventory procedures. Skill in: working with customers; displaying items and objects in a visually pleasing manner. Ability to: communicate effectively with others; count/exchange money properly; operate a POS system; learn and apply agency and/or facility regulations pertaining to the operation of the store area; bend, twist, push, pull and lift boxes or other objects Ability to create visually appealing displays. Positive and strong communication and customer service skills and relations; ability to work with customers of all ages. Knowledge and ability to use computer software.

1526 K Street, Suite 100  
Lincoln, NE 68508  
402-471-2075

Position #60001161  
TEMPORARY STORES CLERK I  
JB

[state.jobs@nebraska.gov](mailto:state.jobs@nebraska.gov)

Equal Opportunity Employer

The State of Nebraska and the Nebraska State Historical Society complies with Nebraska's Veteran's Preference Laws.