



**Job Title:** Fresno Art Museum Store Clerk Volunteer

**Job Summary:** The Museum Store Clerk is responsible for selling merchandise, totaling bills, accepting payments and making change for customers. The store clerk is responsible for ensuring that all transactions are accurate and handled courteously and efficiently. This is a volunteer position.

**Essential Duties/Job Functions:**

- Assist with opening and closing of shop
- Greet and assist customers courteously
- Punctuality and commitment to assigned hours
- Promote sales
- Ring up sales
- Operate the cash register and credit card terminal.
- Answer gift shop phone/conduct sales by phone
- Prepare sales and cash summary reports if working end of day shift
- Restock and keep merchandise neat in display cases and shelves
- Assist with maintaining inventory control
- Light housekeeping such as dusting and cleaning of cases as needed
- Other duties as assigned

**Qualifications & Preferred Skills:**

- Two to three years experience in a retail environment/customer service preferred
- Ages 18 and over
- A strong desire to provide friendly and efficient customer service is essential
- Ability to physically perform the duties and work in the environmental conditions required of a retail store clerk.
- 2+ hour commitment, set schedule per week or month.

**Volunteer Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Executive Director's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## Fresno Art Museum Store Volunteer Application

Please complete this application form to be considered for volunteering for the Fresno Art Museum store.

### Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Nickname: \_\_\_\_\_

Street 1: \_\_\_\_\_

Street 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Languages Spoken \_\_\_\_\_

### Emergency Contact

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Availability:**

Please indicate the days and times you are available to volunteer:

**Sunday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**I can contribute on average: \_\_\_\_\_ Hours per week/month (Circle one)**

**Special Skills or Knowledge:**

Please tell us about any particular skills or knowledge that you would like to contribute to the museum.

**Additional Information:**

Anything else you would like us to know about you