



150 East Front Street, Suite 100 | Erie, Pennsylvania 16507 | (833) 365-7245 | Jobs@SailFNL.org

Job Description: Sales Associate, Erie Maritime Museum Store

Primary Role: Cashier operating the ticketing and/or retail cash registers at the Erie Maritime Museum; to serve as the first and last point of contact during the onsite visitor experience.

Overview: The Flagship Niagara League (FNL) operates the Erie Maritime Museum (EMM) Store on behalf of the Pennsylvania Historical and Museum Commission (PHMC). The cashier is an employee of the Flagship Niagara League and is supervised by the Store Manager (also an FNL employee). Duties include selling admissions tickets, retail merchandise, memberships, and day sail tickets (during sailing season).

Time Commitment: currently 28 hours/week with the potential to increase

- The store is currently open to the public four days a week (Wednesday - Saturday) from 9:30am – 4:30pm.
- Cashier hours are 9:00am – 5:00pm, with one 30-minute unpaid lunch, and two 15-minute paid breaks.

Hourly Wage: \$10.15/hour, paid biweekly on Fridays.

Daily Tasks & Required Skills

- Direct interaction with the public:
 - customer service skills, welcoming and informative, able to diffuse customer situations & solve problems
 - equally comfortable with very slow visitor traffic as well as short bursts of fast-paced, high-volume traffic
- Operation of a cash register Point of Sale system:
 - able to read a screen
 - able to operate a keyboard and/or a touchscreen
- Handling of cash and credit transactions
 - able to accurately count money and make change during customer transactions
 - count down drawers at start and end of day
- Inventory: restock merchandise daily from storage room; tidy merchandise as needed; ensure sanitizing products are well stocked for volunteer and visitor use
- Reliability and direct communication regarding scheduling conflicts are a must
- Counter-height seats will be available, but must be able to stand for at least 15 minutes at a time
- Must be able to lift up to 20lbs.
- Preferred: ability to use a two-step stool for stocking purposes, but not required

To apply, please submit a resume with references to Jobs@SailFNL.org



The Flagship Niagara League is a 501 (C) 3, non-profit educational associate organization of the Pennsylvania Historical and Museum Commission (PHMC), chartered to facilitate citizen participation and operation of the U.S. Brig Niagara and its homeport, Erie Maritime Museum.