

**CITY OF GONZALES
POSITION DESCRIPTION**

TITLE: Museum Worker
DEPARTMENT: Museum

JOB CODE: Part-Time
FLSA: Non-Exempt

Summary: Under general direction of the Museum Director and as established by City Council, part time employees will be responsible for handling all transactions at the museum and dealing with the public. Good Customer Service is a significant portion of this position requiring a positive and friendly attitude towards visitors.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Open and close the museum and Eggleston House.
- Setup/close register, which includes counting and recording all transactions.
- Responsible for keeping track of gift shop inventory, attendance records and cash reports for the day.
- Responsible for giving tours and talking about museum history per visitor requests.
- Responsible for the securing all equipment and supplies throughout the workday.
- Answer phone and communicate with public in a courteous manner.
- Participate in all required staff development trainings and staff meetings.
- Responsible for maintaining the museum throughout the workday.
- Report any incidents, accidents, problems or concerns to Museum Director.
- Any other duty as assigned.

Required Knowledge and Skills:

- Must be able to work effectively and cooperatively with visitors, co-workers and Director.
- Must have mature attitude, and be able to make sound judgment in emergency situations.
- Must have good customer service skills.

Required Education, Experience and Certification:

- Must be a minimum of 16 years of age.
- Prior customer service and/or cashier experience a plus.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting.
- May be subject to standing, sitting, bending, reaching, kneeling and lifting (up to 50 lbs.).

Equipment and Tools Utilized:

- Equipment utilized may include cash register, phone, copier

Must be able to pass criminal history background check, pre-employment drug screening and pre-employment physical.

Applications for employment may be found at www.gonzales.texas.gov or at the City of Gonzales-City Hall 820 St. Joseph Street. Please submit applications-Attn. Kristina Vega at 820 St. Joseph Street or PO Box 547, Gonzales, Texas 78629. Position will remain open until filled.

The City of Gonzales is an equal opportunity employer.