

*See Rock City, Inc.*  
**JOB DESCRIPTION**

Title: CREATIVE DISCOVERY MUSEUM PARTNER	Team: Creative Discovery Museum
Reports to: Creative Discovery Museum Team Leader	Status: Part-Time, Non-Exempt

**Summary**

*Responsible for handling sales transactions for our guests. Provides excellent guest service in line with our mission, culture, and values. Maintain a clean and orderly shop. Under the direction of the Creative Discovery Museum Team Leader the Creative Discovery Museum Partner is responsible for performing the following duties:*

**Responsibilities**

- Delivers excellent guest service to internal and external customers in line with the organization's mission, culture, and values.
- Models appropriate guest and partner interaction at all times.
- Performs the opening and closing procedures as well as all other normal cashier duties.
- Adheres to company policy.
- Ensures assigned location is kept clean and that merchandise or food is attractively displayed.
- Helps restock as needed.
- Answers phone in professional manner and take messages and/or orders as needed.
- Prepares food and maintains portion control when assigned to Food Operations.
- Performs other duties as assigned by management.

**Qualifications**

- Ability to convey a conservative and professional image to guests.
- Ability to read and interpret documents; to write reports and correspondence.
- Must possess good computer skills.
- Possess an outgoing, friendly personality and the ability to provide excellent guest service.
- Ability to communicate and interact effectively in one-on-one and small group situations.
- Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of American money.
- Ability to provide a flexible schedule to work nights, weekends, holidays, and special events as needed.
- Required to regularly use hands and fingers. Ability to lift/move up to 20 pounds. Required to walk, stoop, kneel or crouch frequently. Must be able to stand regularly.