

## Job Description - Project Employee

**Job Title:** Guest Services Assistant, Anacortes Museum: *W. T. PRESTON*

**Department:** Museum

**Reports to:** Director

**Principal Purpose of Job:** The primary responsibility of this position is to assist with the daily operations of the *W.T. PRESTON*, a National Historic Landmark Vessel in a dry berth at 703 R Avenue.

**Level of Authority:** Performs duties under the guidance of the director, Registrar or Curator, realizing that all actions and decisions influence the quality of the Museum's Mission.

**Work Environment:** Work is performed primarily at the *W.T. PRESTON* and adjacent grounds.

### Essential Job Functions:

1. Responsible for selling admission tickets at the *PRESTON*, maintaining the starting cash fund, daily tally sheet and balancing the account at the end of each day.
2. Responsible for selling merchandise in the Foundation's gift shop and restocking the items sold.
3. Greets the public and answers questions relating to the snagboats, our museum and our community.
4. Assists with *PRESTON* and museum projects, such as office work and general upkeep of the boat as needed.
5. Responsible for conscientiously opening and closing the boat each scheduled day of work, per the established opening and closing procedures.
6. Maintains and enforces necessary security procedures to ensure the safety and security of the *W. T. PRESTON*, the staff, volunteers and visitors to the boat.
7. Assists with tours, presentations and events when needed.

### Qualifications:

A. Technical

1. Must be at least 18 years old, preferably have a high school diploma and an interest in maritime history and museum work. Desirable to be working toward or have a B.A. in history or a related field. Seniors are encouraged to apply.
2. Must have demonstrated ability to handle cash sales without the use of a cash register, and to follow established cash control procedures.
3. Must have proven ability to work independently.
4. Must have effective oral and written communications skills.
5. Must have ability to establish and maintain effective work relationships and to deal effectively and courteously with other employees, volunteers and the public through oral and written mediums.
6. Must have ability to make change quickly, use a simple calculator, and compile data.
7. Must be able *and* willing to work weekends and holidays.
7. Must have ability to read, understand and interpret written materials and oral instructions.
8. Must have excellent interpersonal skills.

#### B. Physical

1. Must be able to lift and carry objects and materials up to 40 lb.
2. Must be able to maneuver stairs without difficulty.
3. Must be able to have sufficient visual and hearing capabilities to respond to public needs and for detailed work.

#### **Other:**

1. As an absolute condition of employment, employees are required upon hire to sign a drug -free workplace agreement and an agreement not to use tobacco products in any form while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

3. As a condition of employment, all employees are required to demonstrate a mastery of history relating to the *W.T. PRESTON* through the successful completion of a written examination, within 30 days of the date of hiring.

4. Employment period is to be weekends from 3 April 2004 to 3 October 2004.

5. Position pays \$7.50 per hour. No benefits are offered.

6. Applicants must provide the following in their application:

- A. City of Anacortes Application form
- B. Three work references (not from relatives)
- C. Resume (optional - if available)

Are you able to perform the essential job functions of this position with or without accommodation?

Yes \_\_\_\_\_ No \_\_\_\_\_

If testing is required, will you need accommodation?

Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_