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10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

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## **Ilanka Cultural Center On-Call Gift Shop Clerk**

**Team:** Cultural Department

**Salary Range:** \$15-\$17 per hour

**Reports to:** Cultural Director

**Schedule:** On Call

**FLSA Status:** Non-Exempt from Overtime

**Last Revised:** February 2021

*The Ilanka Cultural Center On-Call Gift Shop Clerk maintains and cashiers the gift shop & webstore.*

This position performs a variety of routine work within established policies and procedures and receives detailed instructions on new projects and assignments.

### **Responsibilities/Duties**

- Open and close gift shop.
- Cashier for gift shop.
- Update gift shop displays.
- Track Inventory using Point of Sale system.
- Provide Cultural Information to visitors.
- Answer telephones, answer questions, take messages, etc.
- Other duties as assigned.

### **Competencies (Knowledge, Skills and Abilities)**

Good organizational skills. Good design and written English skills. Excellent computer skills, including Microsoft office programs. Ability to follow instructions, and exercise independent judgment. Knowledge of point of sale systems. Ability to manage webstore. Knowledge of Prince William Sound Native history, culture, language, traditions, values. Knowledge of fiscal management. Excellent customer service skills.

### **Experience Requirement**

1-year customer service experience preferred.

### **Education Requirement**

Bachelor's degree in business preferred. High school diploma or equivalent required.

### **Performance Standard**

Regularly manipulate a variety of data via verbal, written and electronic media

Regularly sit for long periods of time to complete tasks.

Regularly bend, crouch, stand, move about to complete work.

Typically lifts 25 lbs. to coordinate work.

Regularly manipulate electronic data to gather, input and otherwise coordinate work.

