



Retail Sales Associate for CMCArts

The Caribbean Museum Center for the Arts is a thriving art and cultural center in Frederiksted, St. Croix, U.S. Virgin Islands that supports the arts and culture of the Caribbean. The CMCArts store works directly with local artists and artisans of the USVI in an exciting environment and beautiful location.

CMCArts seeks someone ready to promote the art and culture of the Caribbean by being the face of CMCArts in the museum store, engaging customers, making them feel comfortable and encouraging the value of supporting the arts and supporting the uniqueness of the items available for purchase.

CMCArts is offering a starting wage of \$15.00 per hour for a part-time retail sales associate.

Job Description Summary

The Retail Sales Associate assists the team in executing all daily retail operations to ensure premium service and smooth store functioning.

Job Description Duties and Responsibilities

- Greets customers and makes them feel comfortable while offering assistance and responding to questions about products and purchases
- Provides recommendations according to customer needs or preferences
- Locates merchandise for customers and places orders, where necessary
- Introduces promotions and new products to customers
- Operates cash register and handles cash payments, credit card processing, refunds, exchanges and returns
- Maintain knowledge of store inventory and functions and be available to perform shipping and receiving duties, stock the floor, and perform cleaning duties
- Routinely monitors and maintains general housekeeping cleanliness within the area; ensures that equipment and facilities remain in good repair, and that employee and customer safety standards are maintained.
- Performs miscellaneous job-related duties as assigned.
- Assist with clerical duties as deemed needed by the supervisor
- Takes attendance and integrity seriously, is reliable, task-focused & does the right thing
- Be an active member of the store community by attending and supporting store events
- Model reliability and flexibility by being able to work varied hours and days to meet the needs of the business



Education and Experience Requirements

- High school diploma
- Two years working in the service or retail industry preferred

Required Skills

- Self-motivated
- Friendly and strong commitment to customer service
- Able to effectively communicate
- Interpersonal skills
- Ability to stand for extended periods
- Ability to lift merchandise weighing up to 20 pounds
- Basic math and accounting skills

Preferred Skills

- Experience operating a cash register
- Experience operating point-of-sale (POS) transactions
- Critical thinking, evaluation and analytical skills
- Record of meeting and exceeding sales goals

Working Conditions and Physical Effort

- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for up to or more than four (4) hours per day.
- Physical requirements include the ability to twist, bend, squat, reach and lift.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.

If you meet the above requirements and would love to join us, please submit your application.

Working in the arts is exciting, fun and fulfilling. Join Us!

Application closes by the end of the month. No drop-ins and no phone calls

Caribbean Museum Center for the Arts, 10 Strand Street, Frederiksted, VI 00840



The Blue Building in West!