

Burritt on the Mountain is seeking a part-time **Guest Services Representative in the Welcome Center & Josie's Gift Shop** to assist with a variety of visitor services. This position requires an outgoing, organized person who enjoys working with the public, has good communication skills, enjoys selling, and can deliver *Heartfelt Hospitality* to visitors.

Primary Responsibilities Include:

- Opening and closing the gift shop
- Preparing the Point-of-Sale (POS) system and cash drawers for the day's operations
- Assisting guests with merchandise or ticket purchases
- Processing admission ticket sales and offering general guidance to newcomers
- Encouraging membership to interested visitors
- Receiving and checking in merchandise (light lifting is part of the position)
- Being knowledgeable about the Burritt calendar and answering questions related to events and activities

Job requirements:

- Must be 21 years of age or older
- High school diploma, GED, or higher
- Ability to work weekends and holidays
- Position requires a background check
- Basic computer skills
- Ability to operate the QuickBooks POS system (will train)



Ideal Candidates will have the following qualifications:

- Previous experience in the hospitality industry
- Fluent in the English language
- Previous sales or merchandising experience
- Friendly disposition and ability to work with a wide range of personalities
- Willingness and ability to help solve problems and challenges as they arise

Position Details:

- Hours vary weekly
- Requires weekday, weekend and some holiday and night work
- Pay is \$11 per hour

Benefits:

- Participation in the Retirement Systems of Alabama (RSA)
- Museum membership for employee and immediate family
- Employee discount

Send a cover letter and resume to stephanie.timberlake@huntsvilleal.gov or deliver in person 3101 Burritt Drive, Huntsville, AL, 35801.

Burritt on the Mountain is committed to providing equal employment opportunities to all applicants for employment. Accordingly, all terms and conditions of employment will be carried out without regard to race, color, religion or creed, national origin or ancestry, sex (including pregnancy, sexual orientation or gender identity), age (40 or older), status as an individual with a physical or mental disability, veteran status, genetic information, and citizenship, or any other factor protected by federal, state, or local law.