

# Gold Coast Railroad Museum

12450 SW 152 Street  
Miami, Florida 33177-1402  
305-253-0063  
www.goldcoast-railroad.org



## EMPLOYMENT OPPORTUNITY

### MUSEUM AIDE

#### JOB DETAILS

**Job Status:** Full-time or Part-time      **Pay Rate:** \$7.00+ / hour (depending on qualifications)  
**Closing Date:** Open until filled.      **Benefits:** Flexible schedule.

#### JOB DESCRIPTION

##### NATURE OF WORK

This is routine work in the operation of the Museum Store, Opening and Closing of the Museum, and assisting with Museum special events.

Work includes the preparation of simple concession food items and the collection of merchandise sales, gate admissions, and other revenues using an electronic cash register and/or manual sales calculations using a cash box. Work may be outdoors during special events or as needed.

Work involves participating in a variety of concession activities and related maintenance tasks and performing some clerical duties. Work is usually performed under general supervision with the ability to work independently. Work is reviewed by inspection and observation of condition of the facility, by written and oral reports, and by revenue recorded.

##### ILLUSTRATIVE TASKS

Opens and closes the Museum each day including power and lights, buildings, rolling stock, displays, and other areas, ensuring proper security and reporting defects.

Operates the Museum Store; provides patrons with information, tickets, refreshments, and various concession items; collects fees or other charges from the general public.

Takes inventory of supplies and equipment; maintains stock at required operational level.

Prepares revenue reports, inventory reports, and incident reports as necessary.

Receives and accounts for all merchandise handled at the Museum; reconciles delivery documents with orders received and forwards documents for processing.

Answers phone inquiries and gives information to the public.

Assembles inventory of literature and handouts for the general public.

Cleans and maintains Museum Store facility and equipment.

Assists as cashier, clerk, train car attendant, or other routine functions during Museum Special Events.

Performs related work as required.

## **REQUIRED KNOWLEDGE**

Some knowledge of the accepted practices and techniques of concession sales.

Some knowledge of food quality and sanitary requirements.

Some knowledge of the operational and maintenance requirements of the equipment utilized in the facility.

Ability to operate an electronic cash register/bar code scanner and to make simple arithmetic computations with speed and accuracy.

Ability to maintain simple inventory and sales records and prepare reports.

Ability to make standard decisions in accordance with procedures and regulations and to apply these to work problems.

Ability to understand and carry out oral and written instructions.

Ability to serve the public, fellow employees, and Museum members with honesty and integrity.

Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

## **DESIRABLE EXPERIENCE AND TRAINING**

Graduation from high school; or any equivalent combination of training and experience.

## **HOW TO APPLY**

Applicants may respond directly via phone to Connie Greer at 305-252-1838 or via e-mail to [employment@goldcoast-railroad.org](mailto:employment@goldcoast-railroad.org). Any supporting documentation may be faxed to Connie Greer at 305-252-2461.