

POSITION AVAILABLE

[Colleton Museum, Farmers Market & Commercial Kitchen Facility Support Assistant]

Colleton County Government is accepting applications from qualified individuals for the position of Facility Support Assistant at the Colleton Museum, Farmers Market and Commercial Kitchen. The successful candidate will, under general supervision be responsible for assisting with the day to day operations of the retail space and the maintenance of the commercial kitchen as needed. Assists with processing kitchen clients, etc. Assists in set up and assembly of exhibits and storage areas for collection according to curatorial standards; cleans collection. As needed, greets visitors and answers phone, responding to inquiries regarding the Museum collection, hours of operation, etc. There will also be the need to manage the occasional evening/weekend event. Other responsibilities include assisting with customer service, operations, and inventory management of the space. The candidate will be responsible for assisting with presentation of the merchandise and helping with stock and display. Required also is assistance with simple offerings from the café counter, cashiering and receipting of sales and assisting with regular inventory of stock. Reports to the Colleton Museum, Farmers Market & Commercial Kitchen Director.

Requires a minimum of a high school diploma and one to two years of general office/computer experience. Must have excellent customer service and communication skills. Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities will be considered. Must be flexible and willing to work weekends or nights on occasions. Must have a valid driver's license and a good driving record. Pre-employment drug screen and a satisfactory background check also required.

E-mail resume to jobs@colletoncounty.org. The position will remain open until filled. Only qualified candidates will be contacted for an interview. Colleton County Government is an Equal Opportunity Employer.

GRADE: 5

HOURLY RATE: \$12

PART-TIME – 30 HOURS PER WEEK

SC STATE RETIREMENT & INSURANCE