

POSITION AVAILABLE

**COLLETON MUSEUM, FARMERS MARKET & COMMERCIAL KITCHEN
FACILITY SUPPORT ASSISTANT**

Colleton County Government is accepting applications for Facility Support Assistant at the Colleton Museum, Farmers Market & Commercial Kitchen. The successful candidate will under general supervision, assist with the day to day operations of the Marketplace gift shop and food counter. Other duties may include set up and assembly of exhibits and storage areas for collection according to curatorial standards; clean collections. As needed, will greet visitors and answer phones, respond to inquiries regarding the Museum collection, hours of operation, etc. Will assist with customer service, some light food service, operations, and inventory management of the space. Will assist with presentation of the merchandise and help with stock and display. Will also be required to assist with simple offerings from the café counter, cashiering and receipting of sales and assisting with regular inventory of stock.

Requires a High school diploma and one to two years of general office/computer experience. Must have excellent customer service and communication skills. Equivalent combination of training and experience which provides the required knowledge, skills, and abilities will be considered. Flexible work schedule, weekend and night hours are required. Pre-employment drug screen and satisfactory background check also required.

Submit applications at the nearest S. C. Works Office or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488. The position will remain open until filled. Only qualified applicants will be contacted for an interview. Colleton County Government is an Equal Opportunity Employer.

GRADE: 5
MINIMUM HOURLY RATE OF PAY: \$10.94
PART-TIME
SC RETIREMENT