

## STUHR MUSEUM

### Position Description

Position Title: **Silver Dollar Staff                      Part Time Seasonal Position.**  
Department: Interpretive Resources  
Position Reports to: Director of Interpretive Resources  
Work period: Season is May 1 – Labor Day, with training dates in April, and event dates in September, October and December.  
Hours: 9 am to 5 pm most days, 11 am to 5 pm Sundays, occasional night hours

---

#### **SUMMARY:**

Prepares and supplies concessions services for all visitors during the course of the museum's open hours and for special events as scheduled.

---

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Carries out all duties and responsibilities as outlined in the general Historical Interpreter job description.
2. Assists with the daily activities of the Silver Dollar Concessions area and Plug Nickel Cart as needed, complying with all required health and food regulations.
3. As time allows, continues to research to increase their knowledge about central Nebraska during the 1880-1900 period, with a special focus on the food in the 19th century.
4. Has a general knowledge of each trade, business and home on the Stuhr Museum grounds
5. Prepares food for resale in the Silver Dollar as per direction of the Silver Dollar Manager.
6. Keeps Silver Dollar building in a state of cleanliness to comply with the State of Nebraska Health Laws for food service. Complies with all State of Nebraska Health code laws for food service.
7. Handles funds, generates reports of daily activity and returns daily receipts to approved location as directed by the Silver Dollar Manager.
8. Remove any food trash from the site at the end of the day.
9. Secure the Silver Dollar whenever you are away by locking the door. Secures the Silver Dollar at closing time.
11. All other tasks assigned by the Silver Dollar Manager or Director of Interpretive Resources.

*The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. In no way does this description constitute a contract, implied or otherwise.*