



FREDERIK MEIJER Gardens & Sculpture Park

JOB POSTING – GIFT SHOP SALES ASSOCIATE

Department: Gift Shop

Supervisor: Gift Shop Manager/Buyer

Pay Type: Part-time, 25-29 hrs/wk, hourly, non-exempt

Posted: November 5, 2018

Job Description: Oversee all Gift Shop operations on weekends, evenings, holidays, and special events as directed by the Gift Shop Manager/Buyer, and assist on other shifts as needed.

Essential Functions:

- Open and close Gift Shop on assigned days, including counting and balancing cash drawers, settling credit cards, and running necessary sales reports.
- Maintain shop displays including cleaning and restocking.
- Direct and oversee volunteer tasks in the shop and assist in their scheduling.
- Set a guest centric example in the shop through good customer service, and train volunteers to the same high standard.
- Receive new merchandise: this includes moving orders from the loading dock and unpacking boxes, pricing, re-stocking displays, and storing back stock.

Expected functions:

- Other duties as assigned by the Gift Shop Manager/Buyer.
- Exhibit strong moral and ethical values.
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of associates, volunteers, and general public.

Education and/or qualifications preferred:

Education: High School Diploma

Experience: Minimum 2 years of retail experience

Specific Skills: Must be able to work well with a wide variety of people including staff, volunteers, and guests, while maintaining the highest level of customer service at all times. Must have good written and verbal communication skills, and a working knowledge of Microsoft Word and Outlook.

Working Conditions: Ability to work in a fluctuating environment; slow – fast paced. Standing for long periods of time. Flexible schedule including evenings, weekends, and holidays. Ability to lift up to 50 pounds.

If you are interested in working for one of West Michigan's premier cultural institutions and with a highly-motivated team... send your cover letter and resume to hr@meijergardens.org.

Frederik Meijer Gardens and Sculpture Park is an EOE.

All candidates are required to submit to our background and drug screening process.