



# FREDERIK MEIJER Gardens & Sculpture Park

## JOB POSTING – GIFT SHOP SALES ASSOCIATE

**Department:** Gift Shop

**Pay Type:** PT 25-29 hrs/wk, Hourly, Non-Exempt

**Supervisor:** Gift Shop Manager/Buyer

**Date Posted:** October 16, 2020

**Position Summary:** 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.

### Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and the treatment of others with dignity and respect
- 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 employees, volunteers, members, and guests

### 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 with a highly-motivated team...

send your resume to [hr@meijergardens.org](mailto:hr@meijergardens.org) or apply online at

<http://www.meijergardens.org/contact/careers/>.

**Frederik Meijer Gardens and Sculpture Park is an EOE.**

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