



**Position Title:** Gift Shop/Retail Sales Associate (Part-time Position)

**Reports To:** Assistant Retail Manager and/or Retail/Merchandising Manager

**Purpose of Position:**

Retail Sales Associate is responsible for working in the Lake's Edge Gift Shop promoting both branded and non-branded merchandise. Ensuring guests are greeted, assisted and provided outstanding customer service as well as generating sales and operating cash register in accordance with policies and procedures.

**Essential Functions:**

- Maintains the daily operation of the gift shop within the guidelines of retail operating procedures – including opening and closing procedures
- Assists in merchandising functions including display and store design, inventory receiving, stocking, and merchandise pricing.
- Accurately complete customer purchases and process all payment tenders.
- Assists in cash handling functions including POS system, registers and daily reporting.
- Assists guests in suggestive selling and customer service
- Assures gift shop area achieves the highest standards in areas of cleanliness, presentation and service.
- Establish personalized yet professional rapport with customers
- Maintain a working knowledge of park amenities and operational times for various locations
- Any other duty assigned by Assistant Manager and/or Retail Manager

**Requirements**

- Flexible Schedule: Must be available to work weekends and some holidays/school breaks
- Experience with handling cash/operating Point of Sale register preferred
- Previous retail experience preferred
- Ability to Multi-task
- Excellent communications skills and desire to provide a friendly and enjoyable customer experience while working well with your team
- Ability to stand or walk constantly during shift

**Personal Qualities**

- Demonstrates values of collaboration, accountability, authenticity, trust and learning
- Commitment to the consistent production of high quality, detailed work
- Organizes, plans and schedules in an efficient, productive manner
- Collaborates with people of different races, backgrounds, experiences and educational levels
- Elicits confidence and builds rapport
- Enthusiastic, dependable, self-motivated and self-aware

To apply, email resume and completed job application to [jobs@shelbyfarmspark.org](mailto:jobs@shelbyfarmspark.org). Include Position Title in subject line. Job application can be found at <http://www.shelbyfarmspark.org/jobs>.