

The Elizabethan Gardens is hiring year-round part-time sales associate. Must be familiar with using a computer and experienced working with the public. Weekday and Weekend work required. Email resume to giftshopmanager@elizabethangardens.org.

Gift Shop Sales Associate Job Description:

Create welcoming atmosphere for guests that will enhance their visit and encourage return visits.

- Ensure that Gatehouse is kept clean, stocked with merchandise, and supplies are ready for guest arrival at all times. Keep cash drawers stocked with correct change.
- Greet all guests and stop if going through without paying.
- Take admission fees; supply visitors with a self-guided map and brief summary of The Gardens. Also inform visitors of any daily/ upcoming events.
- Distribute maps and other tourist-related information as requested, i.e. directions, restaurants, etc.
- Answer telephone when possible and respond to questions and requests and/or connect caller to appropriate person or take messages if necessary.
- Fill out appropriate paperwork for photo shoots, volunteer registration.

Generate income for The Elizabethan Gardens through the operation of the Elizabethan Gardens Gift Shop.

- Recommend appropriate items for guests to purchase. Encourage additional sales as appropriate.
- Assist with selection of plants by sharing information on care, if available, and bag each plant.
- Operate cash register and credit card machines and process all sales, donations and other income that might arrive. Package sold items appropriately.
- Encourage "Friends of The Elizabethan Gardens" memberships.

Maintain positive and open lines of communication with all other Gardens Staff.

- Attend monthly staff and departmental meetings.
- Use walkie-talkie to contact staff with guest or other questions, as needed, when appropriate.

Assist with daily operation of Gatehouse.

- Perform opening or closing duties as specified using the POS software.
- Reconcile individual sales drawer and record all attendance and sales information at end of each shift.
- Email nightly records of daily sales, admissions, last year's records to the director
- Notify Gatehouse Manager of any needs, concerns or opportunities that may arise.
- Deposit bank bags, as needed.
- Assist in checking in and tagging new merchandise, as needed.
- Break down boxes and sort out the recyclable items.

Assist with special events as needed.

- Promote special events.
- Take registration and sell tickets and use Showclix ticketing system
- Help conduct activities related to special events as needed.
- Help with set up and clean up after events as needed.
- Other duties as assigned.

