**The Elizabethan Gardens is hiring seasonal part-time sales associates. Will train. Must be familiar with using a computer. Prefer those with prior customer service and/or retail sales experience. Weekday and Weekend work required. Email resume to** [**giftshopmanager@elizabethangardens.org**](mailto:giftshopmanager@elizabethangardens.org)**.**

**Seasonal Sales Associate Job Description:**

**Assist with daily operation of Gift Shop.**

* Perform opening or closing duties as trained using the POS software.
* Reconcile individual sales drawer and record all attendance and sales information at end of each shift.
* Email nightly reports of daily sales, admissions, and last year’s records to the director
* Deposit bank bags, as instructed by gift shop manager.
* Assist in checking in and tagging new merchandise, as instructed.
* Break down boxes and sort out the recyclable items.

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

* At all times, ensure that Gift Shop is kept clean and stocked with merchandise, and that supplies are ready for guest arrival. Keep cash drawers equipped with change.
* Greet all guests and stop anyone if exiting without paying.
* Take admission fees; supply visitors with a self-guided map, and a brief summary of The Gardens. Also inform visitors of any daily or 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 a message if necessary.
* Fill out and process appropriate paperwork as instructed.

**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 refer guests to nursery for additional plant selection.
* Operate cash register and credit card payments. Process all sales, donations and other income as trained. Package sold items appropriately.
* Encourage “Friends of The Elizabethan Gardens” memberships.

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

* Notify Gift Shop Manager of any needs, concerns or opportunities that may arise.
* Attend monthly staff and departmental meetings.
* Use walkie-talkie radio to contact staff with guest or other questions, as needed, when appropriate.

**Assist with special events as needed.**

* Inform guests of upcoming special events.
* Process ticket sales using Showclix as trained.
* Help with set up, activities and clean up after events as needed.

**Be awesome!**