

# Como Friends

## POSITION DESCRIPTION

September 2021

### Visual Merchandising Assistant

#### Primary Purpose

The Visual Assistant will assist in establishing Garden Safari Gifts as a well-managed gift shop with a strong profit margin that sells a wide range of merchandise appealing to the diverse people who visit Como Park Zoo & Conservatory. The Visual Assistant is a hands-on position working closely with our buyers and storeroom staff. Individuals will assist in the visual merchandising and set-up of store displays.

#### Experience and Qualifications

Candidates must have a minimum of two years' experience in a specialty retail environment with merchandise presentation or visual presentation experience. The successful candidate must have excellent communication and organizational skills, experience developing & implementing a visual strategic plan, have authentic customer service, be able to thrive in a fast paced, multi-tasking environment with shifting priorities, and be skilled in POS and Microsoft Office Suite. Candidate must have the ability to work as part of a team and/or independently, have a strong attention to detail and an ability to prioritize and execute tasks effectively and efficiently. Must have excellent interpersonal skills and be able to act with integrity. This position will work a non-standard/flexible schedule to meet the needs of the business, which may include weekends, evenings, holidays and closing shifts.

#### Job Responsibilities

- Assist Directors in the visual presentation of store merchandise following standards set by Directors. Including implementation of the visual plan for merchandising and set-up of store displays, coordinating accessories and home accents, and tracking of in-store inventory and replenishment.
- Assist Stockroom Manager with inventory control. Play a role in annual physical inventory preparation, physical counts and entering inventory into POS system.
- Implement and maintain a product knowledge resource book for staff use.

- Communicate merchandise status to the buyers for reorders, cancellations, and markdowns.
- Maintain an awareness of loss prevention policies, security, and safety in the shops.
- Proficient with office equipment including adding machine, telephone, copier, fax machine, postage scale and meter, laminator etc.
- Set-up and maintain fixtures using hand or power tools such as saws, hammers, screwdrivers, staple guns, ladders, mannequin units, scissors, nails, paint, spray paint, spray glue, and knives.
- Physical specifications: Constant moving, talking, hearing, reaching, grabbing, and standing for at least two consecutive hours. May occasionally involve stooping, kneeling, crouching, and climbing ladders. Vision abilities include close vision, depth perception, and ability to adjust focus. Involves lifting at least 30 lbs.
- Performs other duties as assigned.

### Salary and Background

The Visual and Inventory Assistant is supervised by the Associate Director of Retail Operations. This is a part-time position, averaging 20-30 hours per week, with a competitive salary. Benefits include pro-rated paid vacation time, holiday pay, paid personal leave time, sick leave, and inclement weather leave, as well as optional participation in Como Friends' Retirement Plan, and long-term and short-term disability insurance.

Como Friends is a nonprofit 501(c)3 organization that inspires community generosity in support of Como Park Zoo and Conservatory so it thrives for generations to come.

Como Friends is the nonprofit partner of Como Park Zoo & Conservatory. It manages the retail operation on the grounds of the Zoo and Conservatory.