

Como Friends

POSITION DESCRIPTION

Sales Associate

Primary Purpose

To assist in daily operations of Garden Safari Gifts, a gift shop that sells a wide range of merchandise appealing to the diverse people who visit Como Park Zoo & Conservatory (CPZC) and to assist in establishing Garden Safari Gifts as a destination gift store in the Twin Cities market. The Sales Associate directly assists customers in Garden Safari Gifts, Glacier Gifts and gift shop kiosks and ensures excellent customer service while promoting Como Friends and its mission.

Qualifications

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required.

- Possess a professional and positive attitude in a fast-paced environment
- Ability to work effectively as part of a sales team.
- Provide excellent levels of customer service to all customers.
- Ability to work a non-standard/flexible schedule, which may include weekends, evenings, and holidays.
- Proficient cash handling skills. Ability to operate a POS system.

Education and/or Experience

A high school diploma or G.E.D. preferred, or equivalent combination of education and experience in a specialty retail or museum retail environment. High School student encouraged to apply.

Primary Job Duties and Responsibilities

- Provide excellent customer service by greeting and assisting customers and responding to customer inquiries and needs.
- Always conduct oneself in a professional manner, promptness of arrival & departure, punching of time clock for arrival & departure and in/out for lunch break, following dress code, and always abide by all the policies and procedures.
- Operate POS cash register, count and verify cash at open and/or close of day. Ensure accuracy of register and charge transactions. Be knowledgeable in all sales aspects of POS operation.
- Assist in keeping the store neat, clean and displays straightened. Determine what is needed and stock the merchandise from basement stockroom onto the sales floor.

- 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 Sales Associate is supervised by the Director of Retail Operations, Associate Director of Retail Operations and Sales Supervisors. This is a part-time position with a competitive salary.

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.