

**Position:** Sales Associate

**Department:** Retail Services

**Status:** Part-time, non-exempt, 3-4 days a week; up to 29 hours weekly

**Reports to:** Store Manager

**JOB DESCRIPTION:**

The Store Sales Associate is responsible for providing customer service, sales, and restocking Descanso Garden's Shop, The Store and satellite tables. It is the job of every sales associate to properly represent The Store at Descanso Gardens.

**JOB CLASSIFICATION:**

This part-time, non-exempt, position includes evening and weekend hours. The schedule can vary week to week and will be based on the needs of The Store. The weekly schedule will be determined by the store manager.

**ESSENTIAL FUNCTIONS, DUTIES, and RESPONSIBILITIES include but are not limited to:**

- Customer Service:
  - Provides customer service to all visitors in The Store and any pop-up location.
  - Is competent on the point-of-sale ("POS") register.
  - Has knowledge of all products in The Store.
  - Plant knowledge is a plus but not required with willingness to learn
  - Is committed to each guest leaving The Store and the Garden Shop with a great experience.
- Merchandise and Inventory Control:
  - Restocks product in all retail spaces following Visual Display instructions as needed.
  - Assists with receiving merchandise as needed.
- Financial:
  - Ensures proper and timely opening of the cash registers at the beginning of the day.
  - Ensures proper closing of cash registers at the end of the day.
- Other:
  - Keeps the cash wrap area neat and organized.
  - Assists The Store team as needed and instructed.

**EQUIPMENT USED and PHYSICAL DEMANDS:**

- POS register, credit card processing machine, phone, calculator, and computer.
- This position is in an active retail space and requires associates be able to work in a fast-paced environment, with public interaction required. This position requires the

ability to carry out daily physical work such as rolling tables and moving merchandise which may include lifting and carrying up to 50 pounds.

**QUALIFICATIONS and REQUIREMENTS:**

- Must be able to operate the POS register, handle simple calculations and cash transactions.
- Must demonstrate excellent communication skills, an enthusiasm for selling and an enjoyment for working with customers in a retail setting.
- Must be an optimistic and generally outgoing person.
- Must be familiar with POS register; Retail Pro experience highly desirable.
- Must be self-motivated, have a high degree of integrity, honesty and a strong work ethic.
- Must be able and willing to work outdoors in all weather conditions.

**Compensation:** \$17.50/hr.

To apply: Interested parties may apply by submitting a MS Word or PDF Letter of Interest and Resume to [jobs@descansogardens.org](mailto:jobs@descansogardens.org) with SA2025PT in the subject line. We will accept resumes until the position is filled.

No phone calls, please.

Descanso Gardens Foundation acknowledges that equal opportunity for all persons is a fundamental human value. Each candidate will be considered on the basis of individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, sex, or marital status, physical disability, mental disability, medical condition, genetic information, protected military or veteran status, or any other characteristics.