

**PORTLAND ROSE FESTIVAL FOUNDATION
JOB DESCRIPTION**



Job Title:

Rose Garden Store Assistant Manager

Reports To:

Rose Garden Store Manager

Classification:

Regular Hourly Non-Exempt

Primary Duties and Responsibilities:

This position is responsible for assisting the Rose Garden Store Manager in the management and operations of the retail gift store located at the International Rose Test Garden in Washington Park. This facility was built to serve tourists and the public who come to see the International Rose Test Garden and enjoy the park. The Portland Rose Festival Foundation has taken responsibility of overseeing the management of the store in partnership with the City of Portland.

Other Duties and Responsibilities:

Management: Assist in the hiring, managing and scheduling of the paid and volunteer staff. Training of all staff on all store functions—especially customer service. **Merchandise:** Assist in the selection and purchasing of products strictly focused on the mission of the Rose Garden and proprietary product development. Placing orders as directed by manager. Merchandising and displaying of products. Maintaining clean and organized presentations of merchandise. Be familiar with location of back-up stock. **Receiving:** Unpack merchandise; verify items, quantity and price against packing slip/invoice; verify on-hand quantities; receive merchandise in POS system and price. Stamp paperwork appropriately and present to manager for approval. Stock sales area and back room, transport additional stock to off-site storage facility. **Accounting/Data Management:** Assist with store opening and closing routines, including closing out and balancing the cash registers and preparing bank deposits. Monthly deposit of penny machine proceeds. Assisting in maintaining POS. Create new items in database, create and receive purchase orders. Document any shortages or damaged merchandise and contact vendor for credit or replacement. **Sales/Customer Service:** Provide active selling/Customer service on the retail floor, including weekends and holidays. Answer visitor's frequently asked requests for information. Other duties as assigned.

Supervisory Responsibilities:

Help recruit and supervise RGS sales associates.

Skills & Abilities Required:

Exceptional sales experience in a retail environment; understanding of retail management from staffing to management, merchandising and accounting; familiarity with computers and ability to achieve proficiency on point of sale system; strong communication and customer service skills; enthusiasm and patience when working with staff and public; basic analytical and mathematical skills; ability to be an independent problem solver who is flexible and can work as a team player; capable of multi-tasking—sales, merchandising and customer service skills; comfortable working in a somewhat remote location; physical functions may require standing for extended periods of time when providing customer service, merchandising or receiving duties (up to 8 hours per day, less breaks and lunch); sitting for extending periods of time when working on administrative duties (up to 8 hours per day, less breaks and lunch); regular lifting of up to 30 lbs.; occasional lifting of up to 50 lbs.; current driver's license.

Experience Required:

Retail experience a plus; demonstrated ability to work with the public; job history should demonstrate use of the required skills & abilities.

Education Required:

A four-year college degree is preferred, however significant job experience may be considered in lieu of a degree. Strong computer skills needed in Microsoft Office applications and other related software.

Work Environment:

Work will be performed primarily indoors in a clean, pleasant environment; there is no running water or bathroom in the retail store building; unheated public restrooms are in an adjacent building; some work will be performed in an unheated storage facility.

The Portland Rose Festival Foundation is an Equal Opportunity Employer.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.