



Portland Rose Festival Foundation
Job Description

Job Title

Rose Garden Store Manager

Reports To:

Finance Manager

Classification:

Regular full-time salaried exempt

Primary Purpose:

This position is responsible for the management and operations of the retail 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 the responsibility of overseeing the management of the store in partnership with the City of Portland.

Primary Duties and Responsibilities:

- Management: Hiring, managing, and scheduling the paid and volunteer staff. Training of all staff on all store functions – especially customer service.
- Merchandise: Selecting and buying products strictly focused on the mission of the Rose Garden and proprietary product development.
- Sales: Selling on the floor including weekends, and holidays. Merchandising and displaying of products. Maintaining clean and organized presentations of merchandise.
- Accounting: Maintaining accurate records of store sales. Managing inventory including maintenance of a merchandise-buying plan (Open to Buy). Daily use and maintaining computerized point of sales system.
- Communication: Interacting with Portland Rose Festival Foundation staff regularly. Attend PRFF staff check in meetings. Interact with Officials and management of the Washington Park Rose Test Garden. Have regular communication with other attractions and stakeholders of Washington Park and surrounding areas. Reporting regularly to PRFF finance manager. When applicable attending trade shows and relevant professional meetings.
- Marketing: Create and direct the marketing for the store and its products. Administer the store's web site.

Other Duties and Responsibilities:

- Attend board meetings, including Fall Workshop, Spring Workshop and Annual Meeting.
- Attend staff meetings at the Portland Rose Festival office.
- This position requires a current, valid driver's license.

Skills and Abilities Required:

- Strong understanding of retail management from staffing to management, merchandising, buying and retail accounting.
- Exceptional sales experience in a retail environment.

- Effective communication and customer service skills.
- Enthusiasm and patience when collaborating with staff, public and management team.
- Ability to be an independent problem solver who is flexible and can work as a team player.
- Capable of multi-tasking – sales, accounting, merchandising, and marketing.
- Comfortable in and for taking responsibility of a somewhat remote location.

Experience Required:

- Management level experience in a retail store environment preferred
- Sales experience in a retail environment sufficient to develop exceptional sales and customer service skills.
- Experience with computers – especially point-of-sale and inventory management systems.

Education Required:

Requires a 4-year college degree. This requirement may be satisfied by a combination of some college-level coursework and retail management work experience.

Interpersonal Skills:

- Ability to maintain effective working relationships with Rose Garden Store staff and volunteers, Portland Rose Festival Foundation staff, board members, Portland Parks and Recreation staff, and with organizations such as Portland Rose Society, Royal Rosarians, and local garden clubs.
- Effectively motivate staff and volunteers to establish and maintain a positive, teamwork environment.
- Ability to respond to changing demands and priorities.

Work Environment:

- Work will be primarily performed indoors in a clean, pleasant retail store environment. Physical functions may require standing for extended periods of time when providing customer service, merchandising or receiving duties sitting for extended periods of time, occasional lifting of up to 30 lbs;
- There is no running water or bathroom in the retail store building. Unheated bathrooms are in an adjacent building.

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.