

PORTLAND ROSE FESTIVAL FOUNDATION
Job Title: ROSE GARDEN STORE – RETAIL ASSOCIATE (Seasonal)

This position is responsible for providing sales and customer service assistance at the Rose Garden Store located in Washington Park. This *SEASONAL* position reports directly to the *Rose Garden Store Manager*. Number of hours per week is variable, as scheduled by store management. This position is classified as *hourly non-exempt*. The estimated period of employment will be specified in an offer letter.

Duties and Responsibilities:

- **Sales/Customer Service:** Provide active selling/customer service on the retail floor. Answer visitor's most frequently asked requests for information. Being courteous and respectful towards customers at all times.
- **Merchandise:** Restock merchandise on retail sales floor. Help maintain clean and organized presentations of merchandise. Price merchandise as needed. Help with merchandising or displays as directed by the Manager. Be familiar with the location of back-up stock.
- **Accounting/Data Management:** Ability to assist with store opening and closing routines, including closing out and balancing the cash registers and preparing the bank deposits. (If you are opening or closing, need to count down the tills)
- **Loading/Unloading of inventories:** You will be asked to load/unload inventories and place where they belong

Skills:

- Familiarity with computers and ability to achieve proficiency on point-of-sale system (computerized cash register/inventory control system).
- Ability to be an independent problem solver who is flexible and can work as a team player.
- Exceptional sales experience in a retail environment.
- Strong communication and customer service skills.
- Capable of multi-tasking – sales, merchandising and customer service.
- Basic analytical and mathematical skills.

Essential Functions:

- 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); occasional lifting of up to 50 lbs. following safety guidelines.
- Requires repetitive bending.
- Evening, holiday work may be required.

Previous Experience Required:

- Previous sales or customer service experience required.
- Previous computer experience preferred.

Interpersonal Skills:

- Enthusiasm and patience when working with volunteers, customers and the general public.
- Ability to communicate effectively with management, customers, volunteers, other staff members and the general public.

Work Environment:

- Work will be primarily performed indoors in a clean, pleasant retail store environment.
- Comfortable working at somewhat remote location
- You may have to work alone for short periods of time though we try to always have 2 people in the store.
- Some work could be performed in a partially unheated storage building.
- There is no running water or bathroom in the retail store building. Unheated bathrooms are located in an adjacent building.
- Appropriate dress code (No open toe shoes, dress & grooming to project a positive image to clients and to the public)
Business casual.
- No vulgar language allowed at anytime
- Water is available by checking out a bottle of water in the case located near the front door
- Breaks are as follows: 10-minute break if working 4-5 hours and a 30 minute (unpaid lunch break) and additional 10-minute break if working 6+ hours.
- No smoking or vaping is allowed in the Washington Park and not allowed at the Rose Garden Store

The Portland Rose Festival Association 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.”