

# COASTAL MAINE BOTANICAL GARDENS

## **Gardenshop Team Member**

**Reports to:** Retail Manager and Buyer, Seasonal Assistant Manager

**CMBG Mission:** The mission of Coastal Maine Botanical Gardens is to inspire meaningful connections among people, plants and nature through horticulture, education and research.

**Gardenshop Mission:** The mission of CMBG Gardenshop is to provide guests a thoughtfully curated collection of uncommon goods which are ethically sourced, grounded in nature and support the mission of the Gardens.

### **Essential Functions:**

- Opening and closing the shop using cash management and stock procedures as outlined in manual and training sessions
- Learning the stories of our goods and their makers and sharing those stories with our guests to enrich their experience of the Gardens and thus drive sales.
- Greeting and providing excellent customer service to all visitors, members, employees and volunteers who visit the Gardenshop (as outlined in our quality standards)
- Operating POS system accurately and efficiently
- Restocking merchandise in a timely fashion throughout the day
- Bringing any questions or issues to the attention management in a timely and appropriate manner
- Keeping shop neat and tidy each day
- Sharing customer feedback with management
- Receiving and tagging merchandise as needed and stocking or storing back stock properly
- Maintaining organization in shop, at cash wrap and storage areas

### **Qualifications:**

Excellent customer service and ability to work in a busy, dynamic setting are a must. Register, sales and stock duties required (training provided).

### **Physical demands:**

- Stand 8-8.5 hours/day
- Bending /stooping/reaching to retrieve stock – some above shoulder height with use of a step stool
- Ability to lift/carry 20 lbs

**Schedule:** Varied with some weekend hours; most schedules are 3-4 days/week.

**To apply:** send cover letter and resume to Michael McConaha, [mmcconaha@mainegardens.org](mailto:mmcconaha@mainegardens.org)