

## Inventory Team Member

**Reports to:** Inventory Coordinator

**FLSA:** Part time, seasonal, hourly

**Pay Grade:** 2

The mission of Coastal Maine Botanical Gardens is to inspire meaningful connections among people, plants, and nature through horticulture, education and research. We do this work together in a community dedicated to being inclusive, diverse, equitable, and accessible, and where every member is valued, respected, and appreciated.

### Summary

This position supports the mission by extending our reach beyond the physical bounds of the campus and into the larger world. We provide our guests with a thoughtfully curated collection of ethically sourced and sustainably produced goods which, whenever possible, uplift our vibrant community of local makers, especially those most impacted by inequity. The Stock Specialist helps us to articulate messages from our horticultural, educational, and plant science initiatives by keeping our vehicle for those messages—our products—moving through the shop. They are responsible for helping with the efficient and accurate receipt, ticketing, and disposition of merchandise; they assist with stocking the shop floor; and they keep the loading dock and backstock spaces clean and organized. This effort results in transformational retail experiences which enrich a guest's visit while generating meaningful financial support for the Gardens and our community.

**Some Essential Functions** (*This job requires the performance of the following tasks, with or without accommodation. Incumbents may be regularly or occasionally required to assume additional responsibilities or perform additional tasks.*)

- Assist with the accurate receipt of goods and the ticketing of incoming product.
- Keep backstock areas organized and clean to facilitate quick and easy restocking of the sales floor; communicate important changes in stock levels or locations to shop team.
- Help maintain the shop to the Gardens' high standards, visually and environmentally; provide an excellent guest experience while also keeping the floor properly stocked and working to prevent loss.
- Remain informed of ongoing changes to the merchandise assortment, including categories, vendors, retail and cost pricing, and rate of turn.
- Ensure the sustainability of Gardenshop's work by helping to establish and maintain a documented system of standard operating principles and procedures which are scalable and repeatable.
- Support the team on the sales floor operationally as needed.
- Participate in Gardens-wide initiatives including Gardens Aglow assignments.

## **Qualifications**

- Some work history, life experience, and/or coursework related to the management of inventory or product; guest service and retail experience a bonus.
- An organized mindset, the ability to appreciate complexity, and patience for fine details are all good character traits for this work.
- Must like people, be adaptable, and have excellent communication skills; we work in a fast-paced environment, but this position is also good for someone who can work alone.
- Commitment to working across the organization to support the integration of IDEA (Inclusion, Diversity, Equity, and Accessibility) principles into CMBG's internal operations and its relationships with visitors and guests.

## **Work Schedule**

This is a part time, seasonal position with a schedule of 32 hours a week. Additional time may be needed outside these hours, especially during Gardens Aglow, which requires additional flexibility. Starting pay is \$16.35 - \$17.98/hr., depending on experience.

## **Physical and Environmental Factors**

This is an active job on a large campus requiring up to eight hours of standing, walking, kneeling, squatting, bending and reaching up. Some lifting and carrying up to 40 pounds and the use of stools, dollies, and jacks to move stock is needed. This job requires standard visual acuity and the ability to operate a POS system and a PC with or without accommodation.

*This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).*

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