



Annmarie Sculpture Garden & Arts Center
Koenig Private Foundation, Inc.
13480 Dowell Road, P.O. Box 99, Dowell, MD 20629

Title: Gift Shop - Sales Associate / Visual Merchandiser **Deadline to apply: NOW!**

Hourly Rate: \$12/hour; no benefits

Regular Work Schedule: 12-18 hr/week; flexible schedule, includes some weekend days and some evenings; schedule may vary with seasons

How to apply: submit resume, three professional references, and an Annmarie Employment Application (available at <http://www.annmariegarden.org/annmarie2/node/48>), to the above address, or email complete packet to jobs@annmariegarden.org by the deadline. Incomplete applications will not be considered. We will only contact the applicants that we are interested in interviewing. Thank you!

Job Summary: Annmarie Garden is seeking a friendly, creative, reliable, and energetic person to work in the Gift Shop as a Sales Associate, with the ability to create attractive merchandise displays. The Sales Associate will perform a variety of duties, including opening and closing the store, greeting guests, assisting with sales, operating the cash register, and arranging products in attractive displays. Person must be able to follow a variety of policies and procedures.

Work Environment: The Annmarie Gift Shop is an important component of the fund-raising arm of Annmarie Garden. The Gift Shop staff works hard to make the shop an attractive and inviting space - and we are seeking someone that would truly enjoy working here. The ideal Sales Associate will excel at helping people, possess great computer skills, have a great work ethic, and have a knack for visual merchandising! If you are looking for a nice place to work where you can also be creative, then we invite you to apply!

Main Duties:

- Greeting and assisting visitors with their shopping needs and staying attentive to all visitors as they enter and exit the store
- Following the opening and closing procedures
- Operating the cash register and following procedures for accepting payments
- Following the packaging procedures for specific gift items
- Carrying out assigned tasks for the day
- Maintaining positive and professional attitude with co-workers, volunteers and visitors

Knowledge, Abilities and Skills:

- Ability to work comfortably and politely with general public
- Ability to assume tasks and responsibilities assigned by manager
- Ability to direct and delegate tasks to volunteers
- Possess competent writing, math and computer skills to perform daily tasks
- Must be able to answer phones, run cash register, credit card machine
- Knowledge of merchandising techniques, store display and selling methods a PLUS!

Special Requirements:

- Must be 21 years of age
- Must be well groomed and well dressed
- Must be able to handle fragile objects

Physical Demands:

- Requires 5-7 hours standing behind sales counter (sometimes longer during special events)
- Must be able to lift medium to heavy loads when opening boxes and arranging products;
- Requires bending to low levels to access merchandise
- Requires climbing ladders to change displays and reach merchandise
- Requires breaking down merchandise packaging for recycling and disposing of it
- Requires cleaning glass counters and shelving, polishing jewelry, and vacuuming and various other janitorial tasks.

Computer Skills: requires basic computer skills, Microsoft Word, Outlook and Excel.

Work Schedule: flexible schedule, but will include (some) weekends, (some) evenings, and (some) special events.

Requirements: high school diploma or GED; must have valid driver's license, reliable transportation; subject to background investigation and finger-printing.