



Annmariel Sculpture Garden & Arts Center
Koenig Private Foundation, Inc.
13470 Dowell Road, Solomons, MD 20688

Title: Gift Shop & Guest Services Attendant

Deadline to apply: August 15, 2021

Hourly Rate: \$13/hour; no benefits

Regular Work Schedule: 12-18 hr/week; flexible schedule, includes weekends; schedule may vary with event schedule

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, energetic, and well-organized person to work as a Gift Shop Sales Associate and as a Front Desk Attendant. Employee will perform a variety of duties in the Gift Shop and at the Front Desk, including opening and closing the building, greeting and orienting guests, assisting with sales, operating the cash register, receiving and pricing inventory, and creating displays. Person must be able to follow a variety of policies and procedures. Position requires someone with great customer service skills, who enjoy talking and interacting with guests. Position will help with other duties as assigned, including outdoor special events.

Main Duties:

- Greeting and assisting visitors to the building, and assisting with their shopping needs and staying attentive to all visitors as they enter and exit the building and the gift shop;
- 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;
- Position also helps with special events, which will include working outside and helping with a variety of activities

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!
- Must be able to climb a ladder and help with indoor and outdoor event set up;

Special Requirements:

- Must be 21 years of age;
- 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, and set up for activities and events;
- Must be able to set up tables and chairs, and pop up tents during events;
- 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 Sills: requires basic computer skills, Microsoft Word, Outlook and Excel.

Work Schedule: flexible schedule, but will include 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.