

**Department:** Visitor Services  
**Job Title:** Garden Store Lead  
**Supervisor:** Event Director  
**Employee Status:** Non-exempt, Permanent, Part-time  
**Pay Rate:** \$12.00-18.00  
**Assigned Work Location:** Garden Store



### **Position Description**

The Garden Store Lead will oversee daily operations of the Garden store, work closely with the Volunteer Manager to train volunteers who support day-to-day tasks associated with the store, and support the purchasing, pricing, stocking, and inventory management of the store with input, as needed, from supervisor.

### **Areas of Responsibility/Essential Duties**

- Manage the garden store budget revenue and expense budget, including projecting paid staff time in the store, making product and equipment purchases, and overseeing pricing and sales of all items in the store.
- Manage the store inventory by maintaining inventory levels, researching and selecting new products for sale in the store, maintaining relationships with vendors, determining pricing and mark-downs to maximize sales, designing displays, creating promotional signage, and maintaining clean and orderly merchandise display area.
- Programming and operation of point-of-sale (POS) system.
- Training staff and volunteers on the POS System, pricing and merchandising activities, and store maintenance.
- Work with event team, as well as marketing, on promoting the store through newsletter and e-news articles/spotlights, Volunteer Cheer e-news, event script announcements, etc.
- Attend outside events, as needed, with ample products to sell/promote the Garden.

### **Required Skills, Knowledge, and Training:**

- Excellent communications and interpersonal skills
- Knowledge of current trends, resources and information related to store merchandising
- Knowledge of staff management
- Proficiency of word processing and data base management
- Flexibility in schedule, working evenings, weekends, and some holidays.
- Ability to multi-task, be a team player, with drive and enthusiasm

### **Education and Experience**

- 2-3 years retail management experience preferred
- Computer literacy
- Ability to work outdoors in all weather conditions

### **Physical Demands**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job: The employee must be able to regularly lift and /or move up to 20 lbs and occasionally lift and/or move up to 30 lbs.

### **Conclusion**

It is understood that this job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the Garden Store Lead within this job, but this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Email cover letter and resumes to [erin@idahobotanicalgarden.org](mailto:erin@idahobotanicalgarden.org) by May 10, 2019