

## **GIFT SHOP ATTENDANTS**

January 2023

### Term:

May 15, 2023 – September 30, 2023

- 1 or 2 full-time positions available
- 2 or 3 part-time positions available
- 1 or 2 casual positions available

The position is a rotational 7 day a week position and will include weekends.

### Goals:

To ensure customers of the Peace Garden Gift Shop in the Conservatory have a great customer service experience while shopping for merchandise.

### Summary:

Gift Shop Attendants are hired by the IPG Visitor Services Manager and the Gift Shop Lead. These positions report to the Gift Shop Lead and Visitor Services Manager.

### Responsibilities:

- 1) Assist guests while they are in the Peace Garden Gift Shop
- 2) Provide a positive customer service experience to all
- 3) Ensure sales are run through the POS system accurately
- 4) Opening and closing duties of the Gift Shop
- 5) Ensuring the Gift Shop is stocked appropriately, tidy at all times and welcoming to guests
- 6) Other miscellaneous duties as assigned.

### Qualifications:

- 1) Previous experience in a retail setting
- 2) Ability to use a POS system and debit/credit machines
- 3) Ability to communicate effectively, both orally and in writing.

### Working Conditions and Physical Effort

- 1) Moderate physical activity. Requires handling of average weight objects up to 25 pounds. Ability to stand and/or walk for more than four (4) hours per day
- 2) No to very limited exposure to physical risk
- 3) Work is normally performed in a typical interior/office work environment

### Reports to:

Gift Shop Lead & Visitor Services Manager