Retail Sales Associates – Part Time (Garden 2016)
Position Title: Sales Associates
Department: CBG Retail Store (580036)

Objective
Responsible for the timely processing of all sales in an efficient, friendly and professional manner. These are part-time positions averaging approximately 20 hours per week, mostly weekends, Wednesday evenings and an occasional week day.

Supervisor
- Floor Supervisor/Store Manager
- Works with store associates
- Works with seasonal workers
- Works with volunteers

Work Location
- Cleveland Botanical Garden – Cleveland, Cuyahoga, Ohio, USA
- Located in the heart of Cleveland’s cultural, health, and education district, 10 minutes east of downtown Cleveland.
- The Holden Arboretum / Cleveland Botanical Garden recently integrated, making the organization the 13th largest public garden in the U.S.

Responsibilities
- Process sales transactions quickly and accurately
- Provide friendly, helpful customer service with good communication skills to all visitors and patrons
- Proactively attain product knowledge of store merchandise
- Work closely with all staff/volunteers to ensure maintenance of the highest standards in visitor service, per-cap sales and customer service
- Open/close POS station(s), including monetary deposits and reporting
- Help maintain proper visual merchandising standards, store cleanliness (sweeping, dusting and spot cleaning) and restocking
- Assist in pricing new merchandise
- Help keep management informed of store needs in merchandise, supplies, visitor requests and similar needs
- Assist with physical inventories

Qualifications:
- High School Graduate or equivalent
- Cash handling in a retail environment preferred
- Customer Service experience desirable
- Computer/POS knowledge preferred
- Horticulture knowledge desirable, but not required
- Proper phone skills and etiquette required

Requirements
- Must pass a criminal background check and substance screening
- Acceptable driving record (3 points or less)

**Physical Demands**
Must be able to perform with or without reasonable accommodation
- Physically fit to perform various tasks in all weather conditions
- Stand for extended periods of time
- Effective vision and hearing
- Hand and arm dexterity
- Walk and work on wet, uneven, slippery terrain
- Regular lifting and carrying up to 15 lbs.
- Kneeling, bending, stooping, grabbing and reaching
- Climb, reach, pull, push, grab

**Work Environment**
- Available to regularly work weekends, evenings and special events
- May work up to 25 hours per week,
- Mostly weekends, Wednesday evenings and an occasional week day.

**Wages:**
- Starting at $9.00

**Apply**
Review of applications with begin immediately and continue until the position is filled.

Qualified applicants should submit a resume online: [https://home.eease.adp.com/recruit/?id=15151061](https://home.eease.adp.com/recruit/?id=15151061)

Posting Date: March 2016
Closing Date: Until filled

The Holden Arboretum/Cleveland Botanical Garden is an Equal Opportunity Employer committed to hiring a diverse and talented workforce. We seek skilled, knowledgeable and experienced individuals to join our staff and enhance our reputation as one of the country’s foremost arboreta.