

Quiet Valley Living Historical Farm

Job Description

Job Title: Gift Shop Coordinator

FLSA: Non-exempt; Part-time, seasonal

Salary: \$9.50/hr

Date: 05/19

Position Function:

To ensure that the gift shop is stocked, staffed, and prepared to serve customers.

Job Relationships:

Supervises: Paid and volunteer gift shop attendants

Supervised by: Director of Marketing

FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

General:

- Participate in supervisory and team meetings as required.
- Represent Quiet Valley with a positive, respectful, and courteous attitude and demeanor with other staff and the public at all times. Work cooperatively with Quiet Valley staff and volunteers.
- Know and follow appropriate emergency procedures as set forth by Quiet Valley policy.
- Complete work related tasks, not specifically set forth in the job description, as requested by Supervisor.

Gift Shop:

- Place orders for quality items for the museum gift shop, insuring that gift shop is stocked and items priced appropriately for school tours, summer tours, and special events using Quiet Valley's mission and the Gift Shop's mission and guidelines
- Complete shop opening and closing duties and procedures in the spring and fall, arranging the gift shop in the spring and doing an inventory of goods not sold in the spring at the end of school tours and fall at the close of school tours.
- Collect admission charge from public during summer tour season and from visiting school groups.
- Solicit locally crafted items for resale in gift shop and for special events. Prepare and maintain a list of vendors who consign items to the gift shop and communicate deadlines for consignment.
- Maintain inventory of consigned items and report amount of sales monthly to the office secretary.
- Contact, schedule, and supervise volunteers who assist in the gift shop. Contact information for those available to work in the gift shop can be obtained from the Volunteer Coordinator or Membership Chair.

- Operate cash register during school tours (and for special events, if needed).
- Obtain starting cash from and return proceeds at end of day to office secretary.
- Maintain appearance of gift shop, cleaning interior weekly, sweeping porch daily and removing any items that detract from the authenticity of building. Empty all trash cans and remove cardboard to recycling.

Other:

- Wear period correct clothing while working in gift shop.
- Have appropriate hand work or activity to do during slow times in the gift shop and be willing to discuss work with visitors

Qualifications:

- Minimum education of a high school diploma or GED.
- Knowledge of retail sales and the ability to operate a cash register and credit card machine
- Ability to reconcile daily receipts
- Microsoft Excel familiarity for maintaining inventory

Working Conditions:

Working hours differ throughout the year according to the programs offered. The position may involve standing for long periods of time. Physical requirements include ability to lift 30 pounds and be able to bend and lift as needed.