

# **Olbrich Botanical Society (OBS)**

## **Growing Gifts Shop Retail Assistant**

**Duration & Hours:** This is a part-time, year-round position. The schedule will be flexible and could be 2-4 days per month and will include weekend days and some evenings. Regular hours are approximately 9 a.m. to 5 p.m. Must be available to work Sundays.

**Reports to:** Gift Shop Manager

### **Scope and Purpose:**

We are seeking an exceptional person to join our weekend team part time at Olbrich Gardens' gift shop. This position includes typical retail work, exceptional customer service, inventory management, point of sale and general retail maintenance. It also requires a strong sense of aesthetics as applied to display, attention to detail, comfort with a wide range of visitors, and the ability to learn quickly and work independently.

### **General Responsibilities**

- **Customer Service** – assisting customers with questions, helping them locate items, working at the cash register
- **Daily gift shop operations** - opening and closing the register, counting cash, preparing the bank deposit, stocking, cleaning
- **Volunteer Management** – support volunteers working at the register

### **Essential Functions**

- Ability to commit to a work schedule as outlined
- Ability to learn our POS system
- Ability to generate and execute compelling ideas for displays and new merchandise
- Ability to bend, stoop, kneel, walk on tiled floors most of the day
- Ability to lift 25 pounds.
- Ability to display a confident, energetic, and positive attitude while working with visitors, volunteers, and staff

### **Qualifications**

The successful candidate will have a minimum of an associate's degree, preferably retail experience, and be a creative thinker with a good eye for display. In addition, we are looking for:

- Excellent leadership skills and preferably experience working with volunteers
- Excellent verbal and interpersonal skills
- Ability to build productive and cohesive relationships with colleagues and volunteers
  - Ease with engaging visitors and enthusiasm for working with the public
  - Proficiency with computer technology including Microsoft Office Suite, ability to learn our POS system
- Commitment to Olbrich and teamwork
- Personal interest in and appreciation for gardening
- Dependability

**Olbrich Botanical Society is an equal opportunity employer.**

### **Application Materials**

Send completed [application form](#) to:

Camela King  
Gift Shop Manager  
Olbrich Botanical Gardens  
3330 Atwood Avenue  
Madison, WI 53704  
[cking@cityofmadison.com](mailto:cking@cityofmadison.com)  
Fax: 608-246-4719  
No telephone inquiries, please.