



Job Description: Retail and Guest Experience Supervisor

Reports to: Assistant Director of Retail and Guest Experience
Status: Non-Exempt
Schedule: Part-time. We are looking for candidates available to work a flexible schedule between 8 a.m. – 6 p.m. as needed and occasional evening hours or during special events.
Revision Date: July 2019

Position Summary

The Retail and Guest Experience Supervisor actively engages guests to enhance the guest experience while maintaining the Greater Des Moines Botanical Garden's signature guest service standard. The Retail and Guest Experience Supervisor works at the admissions and retail desk, the stockroom and may assist with programming as needed.

Primary Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and perform other duties as assigned.

- Provide a signature guest experience through outstanding customer service and advancing the Botanical Garden's Guest Experience Standards
- Help guests by providing general information about the Botanical Garden, including orientation and wayfinding, exhibits, special programming, membership, educational opportunities and other amenities
- Actively engage guests to enhance their experience by understanding why guests are visiting and make suggestions based on their interests. Respond promptly to guest needs, including communicating concerns to the Assistant Director of Retail and Guest Experience
- Train, develop and support the guest experience and volunteer teams on service standards and engagement culture
- Actively promote and sell Botanical Garden memberships, educational opportunities, signature events and other exhibits and activities to guests
- Act as Manager on Duty as needed by providing support to guests, staff, volunteers, vendors and any operational needs
- Act as a point of contact to resolve guest concerns
- Answer basic event and venue questions for guests interested in rentals
- Provide accurate cash handling skills and operation of the point-of-sale (POS) system; support and perform opening and closing procedures, including processing admissions, memberships, educational programs and retail sales
- Assist in the processing of incoming freight, including opening boxes, entering items into the inventory management system, pricing, stocking and merchandising
- Support the maintenance of live plants within visual displays
- Ensure guests are aware of and following Garden Etiquette, Photography Policy and other organizational policies
- Assist with managing crowds during high visitation times
- Ensure constant coverage of the admissions and retail desk
- Organize, clean and monitor the lobby to ensure it is presentable and safe. Monitor and stocks materials as needed
- Maintain knowledge of Botanical Garden programs and events
- Participate in training opportunities at the Botanical Garden

- Maintain familiarity with Garden Shop inventory, and engage and assist guests in finding merchandise
- Perform other duties as assigned by the Assistant Director of Retail and Guest Experience and Botanical Garden leadership

Success Factors

In conjunction with position-related skills, the successful candidate will become an integral member of the Botanical Garden team with these criteria:

- Advance the mission of the Botanical Garden by actively meeting Strategic Plan goals and supporting our Core Values and other documents that guide our organization
- Serve as a host for our guests. All staff members are expected to interact with guests with a positive attitude and welcoming demeanor. Staff members talk with guests, answer questions and connect guests to areas where they can deepen their experience with us. Create a signature guest experience by following our Guest Experience Standards and encouraging our guests to return
- Serve as part of a cross-departmental team that delivers a superior guest experience, drives membership and promotes the Botanical Garden mission and offerings at special events and outreach opportunities
- Develop, maintain and promote positive and professional relationships with internal staff, volunteers, members, vendors, contractors and the general public in order to achieve departmental and organizational goals
- Maintain a commitment to, and ability to convey, the Botanical Garden's mission with genuine passion, and the willingness to continually learn about the programs and mission

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position.

Education and Experience

- High School Diploma or equivalent required
- Prior experience in retail, customer service or hospitality preferred
- Experience with POS system preferred
- Bi-lingual or multi-lingual desirable

Skills and Abilities

- Communicate well with guests. Remain polite, courteous and helpful
- Working knowledge of Microsoft Office suite
- Ability to work independently as well as in a team environment
- Ability to apply basic mathematical concepts for monetary transactions
- Ability to solve complex problems and independently make decisions
- Ability to successfully pass a criminal background check

Work Environment and Physical Demands

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Continuous communication and/or interaction with staff, volunteers, visitors and management
- Occasional evening, weekend and/or holiday work may be required to deliver programs or to provide staff support to events
- Occasional bending, stooping, reaching, crouching or light lifting (up to 50 lbs.)

- Prolonged periods of standing, walking or delivering programs in varying environmental conditions
- Requires good hand-eye coordination, arm, hand and finger dexterity including the ability to grasp, and visual acuity to use a keyboard, operate equipment and read technical information

About the Organization

The Greater Des Moines Botanical Garden is a 501(c)(3) privately governed, not-for-profit public garden situated on 14-acres in the heart of downtown Des Moines. At the Botanical Garden, we are passionate about exploring, explaining and celebrating the world of plants. Beyond the beauty and inspiration of our urban setting, we are dedicated to creating signature, memorable experiences through progressive garden design and innovative programming. People, plants and passion are the focus of what we do. By educating and enriching the lives of our guests, we provide a valuable resource for our community and forge partnerships stronger than the sum of our individual parts.

Greater Des Moines Botanical Garden Compact of Excellence

In order to do our best work and have a supportive work environment, the Greater Des Moines Botanical Garden team members agrees to:

TEAMWORK – We are committed to showing up as our best selves, with empathy, gratitude and respect for fellow teammates and their ideas.

COMMUNICATION – We communicate with integrity by being transparent and honest, while listening to understand.

EXPECT THE BEST – We expect and deliver the best by capitalizing on the strengths of our team members to have a positive work environment and experience for our clients.

ACCOUNTABILITY – We hold ourselves and one another accountable to the mission of the Greater Des Moines Botanical Garden and the Compact of Excellence.

Position Application

Qualified candidates should submit a cover letter, application, three references and a resume to bghr@dmbotanicalgarden.com. Review of applications will begin immediately and remain open until the candidate is hired. Only electronic applications are accepted. No paper applications will be considered.

Greater Des Moines Botanical Garden is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, Greater Des Moines Botanical Garden will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with a member of management.