

Part Time Admissions Associate

The Nelda C. and H.J. Lutcher Stark Foundation is seeking a Part-Time Admissions Associate for Shangri La Botanical Gardens. Responsible for processing admissions and memberships and selling merchandise and assisting with retail operations at the Stark Cultural Venues.

Criminal background check and drug test are required.

Starting Pay: \$9.85/hr.

Apply via Texas Workforce Commission – application on file or email resume to mdaws@starkfoundation.org

Essential Duties and Responsibilities:

ADMISSIONS

- Sell admissions to the Stark Cultural Venues through point of sale system
- Answer, screen and direct calls to Shangri La staff
- Process application/payment for membership
- Monitor and control entry of visitors to facility
- Coordinate completion of paperwork for wheelchair use
- Serve customers in person and on the telephone.
- Prepare daily cash deposit as part of shift/evening closing process and change orders
- Provide accurate, informed answers to visitor inquiries.

RETAIL

- Greet customers and ascertain what each customer wants or needs; recommend, select, and help locate merchandise.
- Describe merchandise and answer questions.
- Answer questions regarding the Stark Cultural Venues and their offerings.
- Compute sales prices, calculate total purchases, and receive and process cash or credit payment transactions in point-of-sale (POS) system.
- Prepare daily cash deposit as part of shift/evening closing process.
- Receive, unpack, label and stock merchandise.
- Arrange and display merchandise to promote sales. Maintains appearance of the store.
- Maintain knowledge of merchandise, policies regarding payment and exchanges, and security practices.
- Watch for and recognize security risks and thefts.
- Monitor inventory.
- Exchange merchandise for customers and accept returns.
- Clean shelves, counters, and tables.

Required Education, Experience and Skills

- High school diploma or equivalent preferred
- General office experience and experience in retail or point of sale customer service position preferred

Schedule: Part-time; Tuesday – Saturday with evenings as needed; up to 20 hrs/wk