

# **Great Plains Nature Center Gift Shop Clerk Job Description**

## **Position Summary**

This part-time gift shop clerk position is vital for ensuring visitors feel welcomed while at the Great Plains Nature Center (GPNC). Duties include, but are not limited to, customer service, membership sales, gift shop sales, and maintaining a clean, inviting gift shop for members and guests. We are looking for someone that can work independently, has experience in visitor services and/or retail, communicates effectively with both guests and staff, and provides a friendly, welcoming atmosphere for all that visit the GPNC and Owl's Nest Gift Shop.

The GPNC is an established collaboration with City of Wichita, US Fish and Wildlife Service (USFWS), the Kansas Department of Wildlife & Parks (KDWP), and the Friends of the GPNC (FGPNC).

## **Duties of gift shop clerk:**

- Open, close and perform clerking duties.
- Create SKU tags and stock merchandise on shelves and in storage areas.
- Maintain merchandise displays in gift shop and lobby.
- Complete end-of-day sales information, secure all daily transaction information and deposit daily receipts in office safe.
- Receive staff and visitor requests for specific merchandise and notify manager.
- Provide a helpful, interactive environment in the gift shop for GPNC visitors.
- Receive and fill telephone orders for resource orders and gift shop merchandise.
- Promote and process Friends of the GPNC memberships.
- Promote and process loans of "Let's Go Outside" backpacks for use in Chisholm Creek Park.
- Process requests for America the Beautiful Senior and Access passes.
- Accept payments for GPNC programs through the cash register.
- Maintain a gift shop journal for recording vital day-to-day information.
- Participate in the annual inventory of all gift shop merchandise.
- Create seasonal merchandise displays in shop and lobby.

## **Experience / Education**

- Minimum 1 year experience in a visitor facing/customer service role
- Experience in hospitality, retail, attractions, or cultural organizations preferred

## **Schedule**

- Must be able to work Saturdays and on occasion evening special events as necessary
- Typical shifts are 10 a.m. – 4 p.m.; alternating weeks Thursday-Friday one week, Saturday the next week.
- Averages 6-12 hours/week

Employment by the Friends of the Great Plains Nature Center will be offered to qualified applicants without discrimination as required by the non-discrimination statements of the U.S. Fish & Wildlife Service, Kansas Department of Wildlife & Parks and the City of Wichita.

To Apply

Send letter of interest and resume to:

ATTN: Amanda Alessi, Director

Great Plains Nature Center

6232 E. 29<sup>th</sup> St. N

Wichita, KS 67220,

or [amanda@gpnc.org](mailto:amanda@gpnc.org)

Questions

Contact Amanda Alessi at (316) 683-5499 x 106 or [amanda@gpnc.org](mailto:amanda@gpnc.org)