



Position:	The Store: Sales Associate, Seasonal CARVED/ENCHANTED
Department:	Gift Shop
Reports To:	Director of Guest Experience
Status:	Part Time/Non-exempt, 4-5 days/20-30 hours weekly,

JOB DESCRIPTION: The Seasonal Store Sales Associate is responsible for providing customer service, sales, and restocking Descanso Garden's Shop, The Store and satellite tables. It is the job of every sales associate to properly represent The Store at Descanso Gardens.

JOB CLASSIFICATION:

This part-time, seasonal non-exempt position requires availability to work evenings during Descanso Gardens' signature holiday events, Carved and Enchanted. The schedule can vary week to week and will be based on the needs of The Store. The weekly schedule will be determined by the store manager.

DUTIES AND RESPONSIBILITIES include but are not limited to:

Customer Service:

- Provides customer service to all visitors in The Store and any pop-up location.
- Is competent on the point-of-sale ("POS") register.
- Has knowledge of all products in The Store. Plant knowledge or a willingness to learn is desirable.
- Is committed to each guest leaving The Store and the Garden with a great experience.

Merchandise and Inventory Control:

- Restocks products in all retail spaces following Visual Display instructions as needed.
- Assists with receiving and pricing merchandise as needed.
- Assists in maintaining the plant patio, including watering and deadheading.

Financial:

- Ensure proper and timely opening of the cash registers at the beginning of the day.
- Ensure proper closing of cash registers at the end of the day.

Other:

- Keeps the cash wrap area neat and organized.
- Assists The Store team as needed and instructed.

EQUIPMENT USED:

POS register, credit card processing machine, phone, calculator, and computer.

PHYSICAL DEMANDS:

This position is in an active retail space and requires associates to be able to work in a fast-paced environment, with public interaction required. This position requires the ability to stand for long periods of time and to carry out daily physical work such as rolling tables and moving merchandise which may include lifting and carrying up to 25 pounds.



QUALIFICATIONS AND REQUIREMENTS:

- 1 year of sales experience preferred.
- 2 years of customer service experience required.
- Must be able to operate the POS register, handle simple calculations, and sales transactions.
- Must demonstrate excellent communication skills, enthusiasm for selling, and enjoyment of working with customers in a retail setting.
- Must be an optimistic and generally outgoing person.
- Must be self-motivated, have a high degree of integrity, honesty, and a strong work ethic.
- Must be able and willing to work outdoors in all weather conditions.

COMPENSATION

\$18.50 per hour

TO APPLY

Interested applicants may apply by submitting a PDF or MS Word **Letter of Interest** and **Resume** to jobs@descansogardens.org with "Seasonal Sales Associate 2026" in the subject line. We will accept resumes until the position is filled.

ACKNOWLEDGEMENT: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice. I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described.